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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 12]

भोपाल, शुक्रवार, दिनांक 22 मार्च 2024—चैत्र 2, शक 1946

भाग ४

विषय—सूची

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|-----|------------------------|------------------------------|----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश | (2) मध्यप्रदेश अधिनियम, | (3) संसद के अधिनियम. |
| (ग) | (1) प्रारूप नियम, | (2) अन्तिम नियम. | |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 15 मार्च 2024

क्र. आर-26—सीसी-24—अड़तीस .— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अनुक्रम में, ज्ञानोदय निजी विश्वविद्यालय, नीमच के प्रथम अध्यादेश क्र. 01 से 86 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 86

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

Gyanodaya University, Neemuch**ORDINANCE - 1****Courses of Studies**

(a) The University shall offer programs in the following Faculty:

- i. Engineering and Technology
- ii. Arts, Design
- iii. Social Science
- iv. Humanities and Culture
- v. Management Studies
- vi. Commerce
- vii. Natural and Applied Science
- viii. Social Work
- ix. Library Science
- x. Journalism
- xi. Defence Studies
- xii. Law
- xiii. Education and Physical Education
- xiv. Computer Application / Computer Science
- xv. Hotel Management
- xvi. Pharmacy
- xvii. Nursing
- xviii. Ayurveda / Ayush
- xix. Medical & Paramedical
- xx. Yoga and Naturopathy
- xxi. Agriculture
- xxii. Veterinary
- xxiii. Vocational Studies & Skill Development.

Two or more faculty may be grouped together to make one Faculty and/or new faculty may be as constituted according to the need and subsequently approved by the Academic Council.

(b) **DEPARTMENTS OF STUDIES:**

Following shall be the Departments of studies assigned to each Faculty imparting programmes (courses) as decided by the Academic Council:

S- No.	Faculty	Schools/Departments	Name of Degree/Diploma
1	Faculty of Arts, Design, Humanities and Culture Social Sciences	Arts, Design and Fine Arts	Arts, Fine Arts and Paintings, Music, Fashion Design, Interior Design, Media and Communication, Multimedia Animation and Film Making, Performing Arts, Applied Arts , Computer , Animation.
		Economics and Social Science	Economics, Geography, History, Philosophy, Psychology, Sociology, Library Science, Hindi, English, Public Administration, Education, Sanskrit, Home Science, Rural Development, Computer, Political Science.
		Languages	Creative Writing, English, Sanskrit, Literature, Finishing Schools, Foreign Languages, Hindi Literature, Translation
2	Faculty of Commerce	Commerce	Accounting, Banking, Computer Applications, E-commerce, Finance, Insurance, Marketing, Taxation, GST , Foreign Trade, Advertisement, Sales Promotion& Sales
3	Faculty of Home Science	Home Science	Home Science, Nutritional Biochemistry, Food and Nutrition, Food Technology, Home Management, Child Development, Textile, Nutrition, Food Science.
4	Faculty of Science	Chemistry	Applied Chemistry, Chemistry, Cosmetic Technology, Embryology, Bio, Bio-Tech, Nanotechnology
		Computer Science	Computer Applications, Computer Science, Information Technology
		Biological Science	Zoology, Environment Science, Micro Biology,
		Electronics	Electronics, Electronics and Communication, Electronics Instrumentation, Library and Information Science
		Mathematics and Statistic	Applied Mathematics, Mathematics, Statistics, Actuarial Statistic
		Physics	Applied Physics, Laser Science and Applications, Material Science, Nanomaterials, Nanotechnology, Physics, Electronic Media
5	Faculty of Social work	Social Work	Social Work

6	Faculty of Library Science	Library Science	Library Science
7	Faculty of Defence Studies	Defence Studies	Defence Studies
8	Faculty of Journalism	Journalism	Journalism & Mass Communication
9	Faculty of Legal Studies	Law	Law
10	Faculty of Education and Physical Education	Education	Education
		Physical Education	Physical Education, Yoga
11	Faculty of Computer Application	Computer Application	Computer Application
12	Faculty of Yoga and Naturopathy	Yoga and Naturopathy	Yoga and Naturopathy, Yoga Therapy & Naturopathy, Yoga Education
13	Faculty of Management Studies	Management Studies	Advertising and Media Management, Banking, Banking and Financial Services, Banking and Insurance, Business Administration, Business Management, E-commerce, Entrepreneurship, Event Management, Financial Management, Banking, Financial Services and Insurance (BFSI), Foreign Trade, Hospital and Health Care Management, Hospitality Management, Human Resource Management, Information Technology Management, Logistics Management, Marketing Management, Operations Management, Personnel Management, Pharmaceutical Management, Retail Management, Technology Management, Tourism and Travel Management, Hotel Management, International Business, Supply Chain Management, Agri Business, Fashion Design, Mass Communication, Sustainable Development, Digital Marketing Managements, Data Analysis Managements, Executive Management.
14	Faculty of Hotel Management	Hotel Management	Hotel Management, Hotel Management & Catering Technology, Hospitality and Hotel Administration, Tour & Travels Management
15	Faculty of Engineering	Agricultural Engineering	Agricultural Engineering, Food Technology

		Biotechnology	Biotechnology, Bioinformatics, Biometrics
		Civil Engineering	Civil Engineering, Structural Engineering, Building and Construction Technology, Civil Engineering (Construction Technology), Civil Engineering (Environmental Engineering), Civil Engineering (Transportation Engineering), Computer Aided Structural Analysis and Design, Construction Engineering, Construction Technology and Management, Highway Engineering
		Fire & Safety	Fire & Safety engineering, Industrial Safety and Engineering
		Computer Science and Engineering	Computer Science and Engineering, Computer Networks and Information Security, Networking, Software Engineering, AI & ML, Data Science, Block Chain, Cyber Security
		Electrical Engineering	Electrical Engineering, Electrical and Electronics Engineering, Control Engineering, Power System Engineering, Control Systems, High Voltage and Power Systems Engineering, Power Electronics
		Electronics Engineering	Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Nano-Technology, Communication Engineering, Digital Communication, Digital Instrumentation, Microwave Engineering, VLSI and Embedded Systems Design
		Information Technology	Information Technology, Cyber Security, Web Technology, Web Engineering, Cloud Computing
		Chemical Engineering	Chemical Engineering, Mining Engineering
		Mechanical Engineering	Automobile Engineering, Fire Technology and Safety, Industrial Engineering, Mechanical Engineering, Production Engineering, CAD / CAM / CAE, Design Engineering, Design of Mechanical Systems, Heat and Power, Industrial Design, Industrial Engineering and Management, Machine Design, Product Design,
			Production and Industrial Engineering, Thermal Engineering

16	Faculty of Pharmacy	Pharmacy	Medicinal Chemistry, Pharmaceutics, Pharmacology and Toxicology, Industrial Pharmacy, Pharmaceutical Technology, Pharmaceutical Chemistry, Pharmaceutical Analysis, Pharmaceutical Quality Assurance, Regulatory Affairs, Pharmaceutical Biotechnology, Pharmacy Practice, Pharmacology, Pharmacognosy, Phyto pharmacy and Phytomedicine,
17	Faculty of Nursing	Nursing	Nursing, Medical-Surgical Nursing, Child Health Nursing, Obstetric & Gynaecological Nursing, Community Health Nursing, Mental Health Nursing, Paediatric Nursing.
18	Faculty of Ayurveda / Ayush	Ayurveda / Ayush	Ayurveda, Homeopathy, Unani Medicine
19	Faculty of Medical & Paramedical	Medical & Paramedical	O.T. Technology. Dialysis Technician, X-Ray Radiographers., Medical Laboratory, Paramedical Ophthalmic Assistant, Anaesthesia Technician, Sanitary Inspector, Blood Transfusion, clinical Biochemistry, Microbiology. Physiotherapy, First Aid Treatment, Community Medical Service & Essential Drugs (CMS & ED), Operation Theatre Technology, Optometry, Emergency Trauma Care, Ultrasound, Operation Theatre Technician, Radiology & Imaging Technology, ECG Technology, ECG & CT Scan Tech., DMLT, BMLT, BPT, BMRT.
20	Faculty of Agriculture	Agriculture	Agriculture
21	Faculty of Veterinary	Veterinary	Veterinary Science & Animal Husbandry.
22	Faculty of Vocational Studies & Skill Development.	Vocational Studies & Skill Development.	Vocational Studies & Skill Development.

Some of the Departments may not offer some of the programs. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. University shall follow all the rules and regulations as per new education policy designed by concerned authority.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions, credit system etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

ORDINANCE - 2**Admissions, Enrolment & Migration**

Admissions in various courses offered by the University shall be open to all the candidates who fulfill the eligibility criterion and shall be done strictly according to it. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council, as laid down in the Statute. However, the Ph.D. admissions shall exclusively be governed as per Ordinance 11. For the sake of continuity, the details of the eligibility criterion and the formation of the admission committee at the Departmental level are given below:

(a) ELIGIBILITY:

Eligibility criteria for admissions shall be based upon the merit of the qualifying examination(s) / admission test(s) conducted at State / National level by the University or by the State / National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criterion, determination of the merit, concessions etc. and decide/approve as the case may be. The criterion will be advertised / published in the prospectus/information brochure / on the website of the University for that session, before the commencement of the admission procedure.

(b) THE ADMISSION COMMITTEE:

The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice-Chancellor, for making the admissions in under certificate, diploma, graduate and post graduate programs, offered by the departments.

Each committee shall comprise of:

- (i) The Head of the Department;
- (ii) PG Coordinator of the Department;
- (iii) Senior most Professor / Associate Professor / Assistant Professor in the Department; and
- (iv) One member from outside the Department nominated by the Vice-Chancellor.

(c) POWERS AND DUTIES OF THE COMMITTEE:

- (i) Powers and duties of the Committee shall be to select the candidates for admission to the various programs in accordance with the approved procedure.
- (ii) As per the New education policy multiple entry/exits will be allowed if candidate earned required number of credits. (If new education policy applicable in particular Course).
- (iii) The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests, criteria for admission, order of merit shall follow the respective ordinances and will be advertised separately.

- (iv) After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
 - (v) The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
 - (vi) Candidates with supplementary in the qualifying examinations will get the admission provisionally and if they fail to pass the qualifying examination the admission will stand cancelled.
- (d) **ADMISSION IN BLENDED MODE OF LEARNING:**
- To promote higher education in India and Abroad, students in non-technical courses will be admitted as per the minimum eligibility criteria for the respective courses.
- (e) **PROVISIONS REGARDING NUMBER OF SEATS IN DIFFERENT FACULTY:**
- (i) Provisions regarding number of seats in various courses shall be governed as prescribed in the Ordinances framed for the concerned subjects or courses of study and shall be in conformity to norms of the respective regulatory National bodies such as AICTE, UGC, NCTE and other Statutory Bodies.
 - (ii) Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for number of seats in different subjects and courses shall be applicable to the University.
 - (iii) Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance with the guidelines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians, if the University decides.
 - (iv) Reservation policies of the Government for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be followed.
 - (v) If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.
- (f) **ALTERATION OF SEATS IN DIFFERENT COURSES**
- (i) Alteration in number of seats in different courses will be recommended by the Academic Council at the beginning of each academic year following the norms of the State Government.
 - (ii) The Board of Management, after examining the financial viability may grant the approval to the recommendations made by Academic Council as stated in the Statutes.

(g) TRANSFER FROM OTHER INSTITUTIONS / UNIVERSITIES IN DIFFERENT COURSES

- (i) The university shall entertain the request from students of other Institutions / Universities for transfer in the courses offered by various departments. These transfers shall only be allowed up to the pre-final year classes. It means if the duration of course is of 4 years then student may request for a transfer up to third year only (If new education policy is not applicable in particular Course).
- (ii) As per New education policy multiple entry/exits will be allowed if candidate earned required number of credits. (If new education policy is applicable in particular Course).

(h) DURATION OF COURSE:

The maximum period for the course shall be as specified in the respective Ordinances or Regulations. However, on the recommendations of the academic council, the Vice – Chancellor may allow the student to re-join and continue his studies. There shall not be any time limit. The equivalent credits earned by the student shall be carry forwarded in the prevailing scheme. However, while choosing the subjects, the candidate shall be required to study the pre-requisite courses if any.

(i) ENROLLMENT/REGISTRATION OF STUDENTS

- (i) A person who has been admitted to a School/Department as per the prescribed eligibility of a particular course, shall be enrolled as a student of the University by the Registrar.
- (ii) Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. The Head of the Institute will ensure that all the documents are enclosed along with the enrollment form and it shall be accompanied by the prescribed enrolment fee. Such an application shall be submitted through the Head of School/Department to which the student has been admitted.

(j) LATE ADMISSION:

- (i) Late Admission may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.
- (ii) A student admitted to a Faculty/Department after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent Faculty/ Department of the University and has paid his/her fees in the former Faculty/ Department up to the preceding month.
- (iii) The Head of the Faculty/ Department may permit a student to change his optional Subjects for a course with the approval of the Vice-Chancellor, within two weeks of the last date of admission as prescribed by a Competent Authority. No change thereafter shall be permitted.

(k) TRANSFER OF STUDENTS:

Students shall be allowed to migrate from one School/Department to another under the jurisdiction of this University, provided he/she meets the admission criteria of the concerned School/ Department.

(l) PROCEDURE OF WITHDRAWAL:

Students may withdraw their admission as per the guidelines of the statutory bodies or rules framed by the University and students may get their fee refunded as per these guidelines applicable from time to time.

(m) DISCIPLINE:

- (i) Every student in the University shall all time exhibit good behaviour, show diligence in studies, maintain decorum and dignity, take an active interest in co-curricular activities and observe all rules of discipline of the School/Department of which he/she is a student, and of the University.
- (ii) When a student has been guilty of breach of discipline within or outside the premises of the University or a School/Department, or persistent absenteeism, the Head of the School/Department with the approval of the Vice-Chancellor may, according to the nature and gravity of the offence:
 - a. Suspend such a student from attending classes for no more than a week at a time; or
 - b. Expel such a student from the School/Department; or
 - c. Disqualify such a student from appearing at the next ensuing examination, or
 - d. Rusticate such a student
- (iii) Before inflicting any punishment as aforesaid, the Head of the School/Department shall give the student concerned an opportunity for a personal hearing and record the reasons for inflicting the punishment in writing.
- (iv) The Head of the School/ Department concerned shall have the power to suspend, for such time as may necessary, a student temporarily from the School/ Department pending an inquiry into his/her conduct in connection with an alleged offence.
- (v) The period, during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- (vi) A student who has been rusticated shall not be admitted to another School/Department within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- (vii) The rustication of a student from a School/ Department shall entail the removal of his name from the Register of Enrolled Students.

(n) Conduction of Examination

- a. All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Board of Management of the University.
- b. The Controller of Examination shall prepare and duly publish a Timetable/ program for the conduct of examination specifying the date of each Examination and the last date by which applications and fees for the examinations shall be submitted by the intending examinees.
 - i. The Controller of Examination in consultation with Vice-Chancellor shall appoint Superintendent and Assistant Superintendents, if any, for the examination centre and along with instructions/guidelines for successful conduction of examination as per ordinance.
 - ii. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer sheets sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
 - iii. The Superintendent shall supervise the work of the invigilator and shall conduct the examination strictly according to the instructions issued to him by the University.
 - iv. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examination about the conduct of Examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the centre as may be considered necessary. Along with any other matter which he thinks is to be brought to the notice of the University. He shall also be responsible for maintenance and submission of reports to the central record and accounts officer of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.
 - v. The Centre Superintendent shall have the power to expel an invigilator, from examination on subsequent days, on any of the following grounds:
 1. That the examinee created a nuisance or serious disturbance at the Examination Centre.
 2. That the invigilator shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 3. Unless, otherwise directed, only teachers of the various Schools of study, University Teaching Departments shall be appointed as invigilators by the Superintendent. However, with the prior permission of the Vice-Chancellor research scholars may be assigned in vigilation in case of scarcity.

- c. It shall be the duty of the invigilator and the Superintendent/ Asst. Superintendent of the examination to ensure by all means that the examinee appeared at the examination is the student allowed by the concerned authority to write the examination and not an imposter.
- d. The University may change the examination centre of the examinees without assigning any reason thereof.
- e. In case of accidents/physically handicapped/ serious illness which makes an examinee unable to write his/her exams, he/she may be allowed to take the help of an assistant to write an answer sheet on his/her dictation. Such assistant shall be with lower academic qualifications in the different stream of the exam he/she is about to write. Such examinee shall apply to the Controller of Examination along with necessary documents in support of his/her demand and documents relating to the assistant proposed. Controller of Examinations (COE) may permit examinee after verification of application and approval of Vice-Chancellor.
- f. The University may from time to time appoint an Observer or Flying squad to observe that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out a breach of rules or procedure, the Vice-Chancellor may take appropriate action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- g. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- h. The Vice-Chancellor may issue such GENERAL INSTRUCTIONS for the guidance of the Examinee, Centre Superintendent, Tabulators, and Collators, as he considers necessary for the proper discharge of their duties.
- i. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
- j. The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue General Instructions for the guidance of tabulators in preparing the results of the examinations.
- k. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examination.
- l. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examination who shall place the matter before the Board of Management.
- m. Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result or declaration of revaluation results whichever is later.
- n. The Controller of Examination will publish the results of the University examinations as passed by the Vice-Chancellor and presented through the exam controller on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of the school/department. If any

- tabulation error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to get it rectify the same as soon as possible.
- o. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no latecomer will be permitted in the examination hall after half an hour of commencement of the examination.
 - p. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so not more than twice for a maximum period of five minutes each.
 - q. The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner -
 - i. The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
 - ii. The statement of the examinee and the invigilator shall be recorded.
 - iii. The examinee shall be issued a fresh answer bookmarked "Duplicate Using Unfair Means" to attempt to answer within the remaining time prescribed for the examination.
 - iv. All the materials collected and the entire evidence along with a statement of the examinee and the first answer book duly initiated shall be sent to the examiner by the Controller of Examination by name, in a separate confidential sealed registered packet marked "UFM or Unfair Means" along with the observations of the Superintendent.
 - v. The examinee talking during the examination or creating disturbance/objectionable acts shall also be treated as a first degree of unfair means.
 - vi. Different levels of unfair means will lead to the act of punishment as defined in the regulation of unfair means under the sub-clause of the degree of unfair and act of punishment.
 - r. The material so collected from the examinee together with the first answer books, viz. the answer books, collected while using unfair means afterwards, will be sent to the examiner by the Controller of examinations for assessing the answer book separately and to report if the examinee has used unfair means in view of the material collected.
 - s. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
 - t. Where a candidate applies for revaluation along with the prescribed fee, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the one who initially valued it) the average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks. If the average of revaluation marks is more than 10% of the total marks result of the students will be so corrected. ~~If the revaluation~~

marks deviate 20% more from the total marks, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases, the marks awarded by the fourth examiner shall be final.

- u. The cases of unfair means at the examination as reported by the Centre Superintendent along with the report of the examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year. The Committee shall consist of:
 - i. Senior professor from school/department nominated by the Vice-Chancellor.
 - ii. One Professor from another school/department.
 - iii. Registrar as member secretary the committee after examining the cases shall recommend the actions to be taken against each case to the Vice-Chancellor for approval. The execution of the recommendations so approved shall be the duty of the registrar.
- v. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time and deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- w. All the records of examinations and results will be maintained by the University for three years from the date of results of the concerned examination.

2. Payments/Remuneration for Examination Work

- a. The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per the decision of the Board of Management of the University.
- b. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
- c. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Approval for the same should be obtained in the next meeting of the Board of Management.
- d. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

3. Dissertation Submission

Wherever in the course of the study dissertation is to be submitted for partial fulfillment of the degree student shall submit a dissertation in 5 Copies in bound form duly forwarded by the Supervisor and Head of the concerned department in the language and format prescribed by the University for the Course.

- a. A panel of examiners shall be submitted separately for each subject by the concerned Dean of school consisting of 4 examiners from outside the University of Minimum Associate professor Rank or equivalent.

- b. The candidate shall present his/her dissertation work in the form of open presentation followed by a viva voice in presence of an internal examiner appointed by the head of the school and an external examiner appointed by the Vice-Chancellor. Performance in open presentation and viva voice along with a copy of the dissertation will be the parameter of marking. Internal and external examiners together will award final marks.

4. Qualifications of Examiner apart from Internal Examiner

- a. A person of good repute working in other academic institutions/industry/research in a related field can be proposed.
- b. Head of the school will propose a panel of a minimum of four such persons as described in point (a) to the Vice-Chancellor.
- c. The Vice-Chancellor will appoint an external examiner out of the panel proposal or by virtue of his wisdom.

5. Scheme of Valuation

Normally the university will observe the central valuation process however the verdict of the Board of Management will be followed as and when issued. In the central valuation process, the Vice-Chancellor normally will nominate the chairman board of studies as the head valuer for supervising valuation for the particular subject. COE will invite valuers from the panel of examiners approved by the Vice-Chancellor.

Controller of Examination office will distribute the answer sheets not more than 50 per day per valuer. Each Valuer will submit marks in duplicate in the prescribed format of foil and counter foil entering the values in words and figures.

In the case of Governing Body directives of other valuation methods, the controller of examination will prepare the entire process to be approved by governing Body and the same will be followed.

6. Preparation of Result and Mark-sheet

Foil and counter foil duly filled with student roll number will be processed by examination section for preparation of result. The prepared result will be validated by Examination Committee and approved by Vice-Chancellor before the declaration of the result and printing of the mark-sheet. The entire process of valuation, mark-sheet preparation and result declaration should be completed within 30 days from the completion of the examination. The result will be declared as per the mode of declaration approved/suggested by Governing Body/ Board of management.

7. Answer Sheet

The controller of Examination will raise the requisition of main and supplementary answer sheets to the central store for printing as approved by the Board of Management. Main and supplementary answer sheets will be provided by the central store on requisition put up by the Center Superintendent based on the required numbers informed by the Head of Schools.

Used unused and cancelled records of main and supplementary answer sheets will be maintained by Center Superintendent.

8. Migration:

- (i) Migration of students from the University to another may be granted only on the basis of genuine grounds such as completion of studies, death of parents / close relatives or on medical grounds and payment of a full fee of the program.
- (ii) However, the migration to professional Schools will be governed by Rules/Regulations of Statutory Bodies, such as AICTE, INC, ICAR, NCTE, BCI, PCI, COA, UGC, Paramedical Council of India, other state and central Regulatory bodies, etc.

ORDINANCE - 3**Academic Calendar**

1. Each academic year shall be divided into two independent semesters of 6 months each. During this period, the classes will be held for 16 weeks and rest of the period shall be utilised for the examination preparation, holding practical and theory examinations, preparation and declaration of the results and finally, in the preparation and conduction of the makeup exams, if any. University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.

However, some of the courses may be conducted with annual system as the academic schedule. The teaching and examination system will follow the regulation specifically meant for such courses.

2. Departments shall arrange all the academic activities during the semester /year including registration for the course, semester /year studies, internal evaluation, drop / withdrawal from courses, quizzes, assignments, mid semester and end semester/year examinations and declaration of the results.
3. The Registrar / Dean of each Faculty shall announce the schedule for all the academic activities well before the commencement of the academic semester/year and take all the necessary steps to follow them scrupulously. Schedule of activities shall be disseminated well in advance through website and proper media.
4. Starting of Classes

Regular teaching of the newly admitted students and that of others will begin from the opening day of the Academic Session.

Continuing students will be required to fill up the continuation admission form within 10 days from the date of the declaration of the result or within seven days of the reopening of the University, whichever is later. Ex-students / multiple entry system and those having a break in studies will have to apply like fresh students for the re-admission.

ORDINANCE – 4**Examinations and Assessment**

According to the New Education Policy 2020:

1. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters.
 - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.
 - (ii) **The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (honors/Research) programme for regular students shall be 6 and 8 Semesters, respectively:**
2. **Entry and Exit System:** Enable multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 4)

Entry-1: The entry requirement for first semester in Level 4 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 4 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 5)

Entry-2: The entry requirements for fourth semester in Level 5 is the successful completion of Level 25A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2: If a student passes all the courses of Level 4&5 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 6)

Entry-3: The entry requirement for semester six in Level 6 is successful completion of Level 4&5. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3: If a student passes all the courses of Level 4 to 6 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 4 to 6. With 40 credits level 4, 40 credits at level 5. And 40 credits at level 6.

4th year (Seventh & Eight Semester-Level 7)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 6) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 4 to 7, with 40 credits at level 4 , 40 credits at level 5, 40 credits level 7, and 40 credits at level 7.

3. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 40% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- (i) First division with honour's, where student score 75% or more marks.
- (ii) First division, where student score 60% or more marks.
- (iii) Second division, where students score 50% above but less than 60% marks.
- (iv) If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special

exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

4. **Medium of instruction:** The Medium of Instruction during the Examination shall be English.
5. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.
6. **Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.
 - (i) Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
 - (ii) Disciplinary /Interdisciplinary Minor (32 credits)
 - (iii) Generic Elective (16 credits)
 - (iv) Skill Enhancement Courses/Vocational Courses (12 credits)
 - (v) Ability Enhancement Courses (08 credits)
 - (vi) Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 4	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 5	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 6	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 7	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- (i) One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- (ii) Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

7. CBCS System:

Types of Courses: Course are the basic units of education and/or training. Types of course shall be as follow.

- (i) **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- (ii) **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
Discipline Specific Elective (DSE) Course.
Dissertation/Project
- (iii) **Generic Elective (GE) Course:**
An elective course chosen generally from an unrelated discipline/subject to seek exposure of other field is called a Generic Elective course.
- (iv) **Ability Enhancement Course. (AEC)**
 - The Ability Enhancement Course (AEC) are of two types
 - Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.

8. Syllabus: The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC under Learning Outcomes-based Curriculum Framework (LOCF) with maximum deviation of 20%.

9. Assessment:

- i. To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc, during the semester/year.
- ii. There shall be University Examination at the end of each semester/year. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- iii. Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- iv. The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means.

- The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- v. The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
 - vi. Span period of completion of courses shall be as prescribed in the respective regulation.

10. Conduct of Examinations

- (i) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
- (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
- (vi) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (vii) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee

consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

11. Makeup Examinations

- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests/examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per the dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end-semester/year examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve the requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

12. Choice-Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

13. Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

a). Theory Block

Quizzes, assignments and regularity	20 %
Mid-semester test (s)	20 %
End-semester examination	60 %
Total	100 %

b). Practical Block

Lab work and performance, quizzes,	40 %
Assignments and regularity	
End-semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
P	$40 \leq m \leq 49$	5	Pass
F	$m \leq 39$	0	Fail
Ab	-	0	Absent

- (iv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

14. Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

15. Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

16. Promotion to Higher Semester

- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score a minimum of grade P in end-semester examinations of theory and practical parts of the subject.
- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

17. The Appointment of Examiners

- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in University Statute.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

18. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department – Member
- (iii) Two seniors most teachers by rotation, as subject experts – Members.

The tenure of the members as subject experts shall be two years.

ORDINANCE -5**Academic & Research Activity Grants of Award of Fellowships, Scholarships, Stipends, Medals and Prizes**

1. The policy on the awards of Fellowship/ Scholarship/ Research Assistantship/Stipend/ Medals/ Prizes shall be made by the Governing Body, on the recommendation of a committee consisting of:

- a) The Vice Chancellor as Chairperson
- b) Chancellor's Nominee
- c) Two Deans of Faculties (nominated by Chancellor/Vice Chancellor for a period of one year by rotation or re-nomination)
- d) One Chairperson of Board of Studies (nominated by Academic Council for two years by rotation)
- e) Controller of Examination
- f) Chief Finance & Accounts Officer
- g) The Registrar as Member Secretary

2. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the University from time to time. It may be reviewed to include/ introduction new awards /revise rates of fellowship or deletion of existing awards etc.

3. The Fellowship/Assistantship/Scholarships shall be given to the eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation. If the policy so demands, then every year at an appropriate time, the University shall invite applications from Students/Scholars through a notice for the awards to be made.

4. The value and duration of Research or other Scholarships instituted by the University shall be laid down by the Board of Management, with the approval of the Chancellor, in consultation with the Academic Council.

5. The award of fellowships, research assistantship, and other scholarships shall be made subject to the following conditions:

- a. Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency/University, to carry out research work in the University. The Research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
- b. The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the University may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the University. However, research staff who is awarded a research fellowship to work in the University has to submit an undertaking that he/she is not registered for Ph.D. degree in any other University.

- c. The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.
- d. The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
- e. The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He/she may however, undertake teaching assignments of not more than 9 hours a week in the Institution of the University, where he/she will work without any remuneration.
- f. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship program.

Provided that the Vice Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or any diploma course and appear in an examination for the same.

- g. Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.
- h. If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- i. If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- j. Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- k. The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
- j. The fellow/scholar shall be required to pay the fees prescribed timely (as dictated by the fee and admissions ordinance) by the Institution where he works.

6. Teaching Assistantship for Post graduate students.

- a. The teaching Assistantship instituted by the University shall ordinarily be tenable for an academic session i.e. ten months per year on condition that the holder continues to fulfill the conditions for continuation of such award.
- b. The teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective semester in all cases.
- c. The payment of Teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he/she studies. No Teaching Assistantship shall be drawn for a month, unless the scholarship-holder has attended the Department/University regularly in that month.

d. The disbursement of Teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.

e. A Teaching Assistantship holder shall not combine any other course of study without permission of the Vice Chancellor.

f. A Teaching Assistantship shall be cancelled, if the scholarship-holder fails to secure the examination result as prescribed by the University.

g. A Teaching Assistantship holder shall at all time maintains good conduct and behaviour and observes all rules of discipline.

h. Award of Teaching Assistantship for postgraduate course shall ordinarily be covered under following conditions:

i. Students who are admitted on full time basis and have a strong educational track record may be awarded a Teaching Assistantship, to be decided by the Board of Management on a case by case basis.

j. Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance as laid down in the Rules for the program.

k. Full time students, who were not awarded a Teaching Assistantship, would be considered for same at the end of each Academic year. Such an Assistantship may be offered to students who have been selected by the Committee. No award of scholarship will be considered after the second term/semester is over.

The students may be allocated load by the HODs, for the following:

- Assistance in tutorial classes for UG Programs
- Assistance in lab classes for UG Programs
- Assist HOD, nominated supervisor(s), or faculty in charge fellowship coordination for:

Record keeping in the Department

Development of Labs

Stock taking of Labs/Stores

Literature survey

Report(s) preparation

Tabulation of Results

Evaluation of Tutorial & Lab work

- Invigilation Duties
- Any other work assigned by HOD/University Authorities.
- The Teaching Assistantship shall be liable to termination, if:
- The scholarship-holder discontinues studies during the middle of a session

- Failure in any subject
- CGPA is less than 4
- Conversion from full time to part time status
- Attendance in Lectures, Tutorials and Laboratories taken separately is less than 80%
- Unsatisfactory performance in the teaching load or work allocated
- The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Dean of college, found guilty of a breach of the Ordinance.
 - i. Teaching Load: Total assistantship load of 9 hours or more per week shall be assigned to the students under arrangement with HODs. The load to the fellows may be assigned by the HODs and monitored by PG Program coordinators/ course coordinators. The assigned workload can be increased/decreased at the discretion of the HODs.
 - ii. Amount of Assistantship: The Board of Management on recommendation of the Academic Council will decide the amount of fellowship from time to time.

7. Scholarship:

- a. University may announce scholarship schemes for Under Graduate/Post Graduate students for the amounts/duration and as per conditions as may be decided and approved by the Committee in consultation with the Chancellor and Vice Chancellor. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- b. The University will provide scholarships for deserving candidates from economically weaker sections, irrespective of caste.
- c. Students will be eligible to avail the state sponsored scholarship opportunities, provided they fulfill all the required criteria.
- d. The University will invite members of the community and society to instate a scholarship/ award/ medal in their or their representatives name.
- e. No scholarship shall be drawn for a month unless the scholarship-holder has attended the course of study regularly.
- f. The award and withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- g. A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

8. Award of University Medals and Prizes:

- a. The University shall award with a view to augment academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.
- b. A gold (plated) and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates.

Chancellor's Gold Medal: The Chancellor's Gold Medal will be awarded to an undergraduate student who will secure first position in the University among all programs/courses/branches running in the University, subject to minimum number of students registered for the program.

Vice Chancellor's Gold Medal: Medals will be awarded to two successful candidates (one each in bachelors and masters programs) in each Faculty being run by the University, who have secured the highest percentage of Marks (above 85%). However, the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal, marks obtained by the candidates from the first to final University Examination, will be computed.

Vice Chancellor's Silver Medal: Medals will be awarded two successful candidates (one each in bachelors and masters programs) in each Faculty being run by the University, who have secured the second highest percentage of Marks (above 80%). However, the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Silver Medal, marks obtained by the candidates from the first to final University examination, will be computed.

c. Notwithstanding anything contained in the foregoing paragraphs, award of university Medal for anyone or all of the examinations may be withheld, suspended or cancelled.

i. If, in respect of a year no candidate is found eligible for the award.

ii. If the Vice Chancellor finds, after considering a report of the Head of the Institution that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross misconduct etc.

ii. In case candidate has failed a subject or has been detained.

9. If for an award, two or more students are found eligible by having obtained equal marks or grade point average, the medal shall be awarded on the basis of extra-curricular activities, participation in university events, conduct, and attendance.

10. Notwithstanding anything contained in this statute, more awards, medals, prizes, stipends may be initiated after due recommendation of Academic Council and approval of Board of Management of the University.

ORDINANCE – 6**Ordinance Pertaining To Fees of Examination & Rates of Others Fees**

1. The tuition fee payable by the student shall be such as may be fixed by the University after approval by Board of Management and shall be informed to MPPURC.
2. The University shall charge fees from the certificate, diploma, undergraduate, postgraduate, post graduate diploma, research and post-doctoral students for different academic Programs.
3. Students admitted to various Programs in the Schools/Departments of Study shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges etc. as may be approved by the Board of Management on the recommendations of the Finance Committee, with the approval of the Chancellor, constituted as per the Statutes of the University, consistent with the policies laid down in the Act.
4. The fee structure may be modified by the Board of Management from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Board of Management.
5. Fee revision shall be duly notified. The revised fee shall be applicable to all the students admitted in that Academic year and onwards.
6. The procedure for depositing fees, all fines, entry/deletion of the names from the rolls of the academic Programs of the University in case of defaults, and such other matter, may be implemented by the University.
7. One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Board of Management and/or any Competent Authority:
 - a) Registration fees
 - b) Admission fee
 - c) Enrolment fees
 - d) Tuition fees
 - e) Development fees
 - f) Hostel Charges to include Boarding and lodging fees
 - g) Sports fees
 - h) Examinations fees
 - i) Library fees
 - k) Fees for the Degrees/Diplomas/certificates if awarded and in absentia

Fees for mark-sheet/grade card, transcripts, and other academic certificates including duplicates, attested copies, duplicate ID cards, etc.

1) Training/Placement/ Personality Development Programs / Excursions/ etc.

m) Student Alumni Association Fee

n) Fees for Health Services

o) Counselling Fee

p) Cultural Activity Fee

q) Fee for attending additional classes for improvement of grades or additional courses.

r) Transcript fee

s) Innovation Cells, Industry visits, Educational Trips, Skill Set Aptitude and Personality Development etc.

t) Group Insurance Premium

u) Degree verification Fee

v) Any other fee provided and approved by competent authorities of the University

8. Caution Money/Security deposit: The same is refundable after adjustment of relevant dues, if any, within three years of leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.

9. If a student, scholar or a fellow fail to deposit his dues by the dates notified, he shall be liable to pay a fine. The student's name may be struck off, after this date, and he may be re-admitted on payment of re-admission fee and no delay fine be charged. The Vice Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/ Registrar and prescribe such condition as he may consider necessary for the purpose.

10. All fees and deposits are required to be paid by Bank Drafts /Online/Cash transaction or any other similar mode as may be announced. Cash transactions should preferably be avoided. All fee heads and the amount to be charged are subject to change from time to time at the discretion of the Governing Body, in accordance with the MPPURC.

ORDINANCE -7**Award of Degrees, Diplomas and Certificates**

1. The convocation of the University will be held on the date as fixed by the Chancellor. The detailed program of the convocation will be hosted on the website and also to be informed to the recipients of Degrees by the Registrar's office. In addition, the University will invite in writing the parents of the recipients of Gold Medals and Ph.D. during the convocation.
2. Academic Costumes, Medals, the Format of the Degrees, Diplomas and Certificates to be conferred during the convocation shall be as prescribed by the Regulations.
3. The special meeting of the Academic Council followed by the Board of Management shall be held before the date of convocation to approve the award of Degrees / Diplomas / Certificates to the qualified recipients. A list of such recipients shall be prepared by the Registrar / Examination Section and be circulated in advance for the consideration of the Academic Council and Board of Management.
4. A candidate who does not wish to attend the convocation may obtain his Degree in absentia by submitting an application in the prescribed format to the Registrar, along with the fee as decided by the University.
5. If the convocation is not being held due to some unavoidable circumstances within six months from the date of declaration of the last result, the degrees may be awarded after completing the necessary formalities.
6. Provisional Degree may be issued by the Registrar to the candidate, who has fulfilled all the requirements for the award of Degree, after obtaining the approval from the Vice-Chancellor.
7. The Academic Council shall be responsible to decide and approve the design of medals and prizes etc. from time to time.
8. The University shall hold the examinations for the academic programmes, as approved by the Academic Council.
9. A candidate who has earned the minimum number of credits as prescribed in the Regulations, shall be declared as pass in the prescribed division and shall be eligible for the award of degree / diploma / certificate. Further, a student shall be awarded a degree / diploma / certificate if:
 - (i) He has successfully passed all the examinations as required / prescribed for the award.
 - (ii) There is nothing outstanding in his name.
 - (iii) No disciplinary action is pending against him.

ORDINANCE –8**University Fellowships, Scholarships, Stipends, Medals and Prizes**

1. Scholarships, Fellowships, and Concessions in Tuition Fee
 - (i) All recommendations for the award of scholarships, fellowships and concessions shall be considered and decided by the committee constituted by the Chancellor. Following will be the members of the committee:
 - a). The Vice-Chancellor – Chairperson
 - b). Nominee of the Chancellor
 - c). Deans of all the Faculties
 - d). Chief Finance and Accounts Officer (CFAO)
 - (ii) The decision of the Committee shall be forwarded to the Chancellor for his approval, before implementation of the decision.
 - (iii) The University shall award merit / merit - cum - means (MCM) scholarships, assistantships, awards, prizes and medals as approved by the Academic Council and Board of Management.
 - (iv) Merit Scholarships, one each of value of full, half and quarter of tuition fee amount, as prescribed from time to time for general or special category of students shall be awarded in different programs on the following basis:
 - a). Students will be eligible for the award of Merit Scholarship who have cleared all the courses prescribed during the previous semester/year in single attempt subject to the approval of Academic Council.
 - b). Award shall be based on merit of the preceding semester/year.
 - c). The Academic Council shall consider and approve the names of the students for the award of merit scholarships after the declaration of the semester result.
 - d). The Merit Scholarship shall be tenable for one semester/year only.
 - e). If a student declines the merit scholarship, the same shall be awarded to the next student in the approved merit list.
 - f). A student who has been awarded merit scholarship from the University shall not be entitle to receive any kind of stipend or any other financial assistance from any other source. However, in all such cases the student will be required to communicate the same to the University.
 - g). If the recipient of merit scholarship is found guilty of gross misconduct, his case after due warning to the student shall be reported to the Academic Council for the withdrawal of the scholarship.
2. The details of the other scholarship and stipends offered by the University shall be published in the prospectus.
3. The limit of parental gross income per annum shall be as decided by the Board of Management for merit cum means scholarship.
4. Other scholarships and concession in fee not mentioned in this ordinance shall be declared as and when required, to motivate the academic talents to receive the education. This matter has to be recommended by the Academic Council and to be approved by the Board of Management.

ORDINANCE -9**Institutions of Fellowships, Scholarships, Stipends, Medals and Prizes Instituted by Donors**

Other person(s) or parties, if interested to institute the scholarships / medals / prizes in the memory of their beloved one or otherwise, should make an application to this effect to the Vice-Chancellor who shall constitute a committee consisting of all the Deans, the Registrar and the CFAO under his Chairmanship to consider the matter.

Scholarships / medals / prizes shall be instituted through an agreement between the University and the Donor under following conditions:

1. The donor shall donate an amount as decided by the Board of Management from time to time. The donated amount shall be made available to the University through cheque or bank draft in favour of Gyanodaya University payable at Neemuch.
2. The amount of the scholarship shall be paid on the basis of the annual interest accrued on the donated amount. However, the amount of the scholarship will be equivalent to that of Full / Half / Quarter of Tuition fee depending upon the interest generated in a year on the donated amount.
3. The amount of the scholarships shall be reviewed after every three (3) years to check the financial viability.
4. The donor shall specify the name of the program, discipline, year of study, basis of award such as pure merit or merit-cum-means.
5. After having the approval of the Board of Management and the Academic Council the information about the scholarships etc. shall be uploaded on the web site and be published in the Prospectus/Information Brochure.

ORDINANCE – 10**Conditions of Residence of Students in Hostels**

1. Students living in the Hostels of the University will be termed as resident students/hostellers and others will be called as non-resident students/day scholars.
2. The University shall provide hostel accommodation on payment as decided by the University from time to time. The resident students shall conform to the regulations of the University. The hostel fee and mess charges for each hostel will be decided by the Chief Warden in the meeting of the Wardens and to be approved by the Vice-Chancellor and notified to the students in advance. No change shall be done during the session.
3. The wardens shall be responsible for the property of the hostels inclusive of furniture, fixtures etc. All kind of maintenance as required to be done / completed during the long vacations through the Chief Warden. Soon after the re-opening of the University, but before the 31st of July, all the Wardens should submit the following information to the Chief Warden:
 - (i) The number of vacant seats which are available for allotment to the newly admitted students.
 - (ii) The name of the students to be removed from the hostels on account of the disciplinary action.
4. The University Hostels shall provide adequate facilities for physical exercises, games, sports, etc. for their students and shall prepare a programme for the year and shall forward a statement of the same to the Chief Warden.

ORDINANCE -11**Disciplinary Action against the Students**

1. Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or cancellation of Ph.D. registration and even expulsion from the University.
2. The Head of the Department / Superintend of Examinations shall report the unfair means cases with necessary documentary proof, if any, to the unfair means committee. The committee shall examine the individual cases and using the powers vested in it by the regulations may award punishment to the student even to the extent of cancelling his one or more semester examinations.
3. The Teacher shall have the powers to take appropriate action against the student if he misbehaves in the class. Also, all such cases are required to be reported to the appropriate committees / authorities.
4. The Warden of the hostel has the powers to reprimand, impose fine or take any other suitable measure against that resident who violates either the Code of Conduct or rules and regulations pertaining to the hostels. Involvement of a student in ragging may lead to his expulsion from the University.
5. The Violation of the Code of Conduct by an individual or a group of students can be referred to the Dean of Students by a student, Faculty or other functionary of the University. The Chairman shall investigate the alleged complaints, etc. and recommends the suitable course of action to the Vice-Chancellor.
6. Further, in exceptional circumstances, the Vice-Chancellor shall appoint a special committee to investigate and to recommend appropriate action for any act of gross indiscipline involving an individual or a group of students, which, in his view, may tarnish the image of the University.
7. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Vice-Chancellor for his final decision.
8. A student who feels aggrieved with the punishment awarded may, however, appeal to the Vice-Chancellor stating clearly the case and explaining his position, and seeking reconsideration of the decision.
9. The Vice-Chancellor may not recommend a student, who is found guilty of some major offence, to the Board of Management for the award of a Degree / Diploma / Certificate even if he has satisfactorily completed all the academic requirements.

ORDINANCE – 12**Manner Of Co-Operation and Collaboration with Other National and Foreign Universities/Institutions/Organisations/Authorities Including Learned Bodies or Associations**

1. The University may subject to the provisions of the Act and rules defined by the UGC, enter into MOUs with national and foreign Universities, Institutions, Organisations and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
2. The MOUs must have clauses and conditions to safeguard the legal aspects of the University and include issues such as areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of the contract, consequences of termination of the agreement, resolution of disputes, liabilities, financial agreements if any etc.
3. Generally, but not limited to the scope defined below, the following may be agreed upon:
 - (i) Promote Collaboration between the Universities/ Institutes / Organisations in the field of higher education.
 - (ii) Exchange of Faculties and Researchers.
 - (iii) Exchange of graduate students for a specified duration and courses.
 - (iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports.
 - (v) Invite representatives of each other's academic community to participate in conferences and colloquia.
 - (vi) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programs.
 - (vii) Promote Collaboration between the Industry Associations and Bodies in the field of skilling and employment readiness.
4. Academic & Organizational development assistance as well as education & training activities in a number of fields and subjects including:
 - (i) Design of curricula for undergraduate and postgraduate studies.
 - (ii) Development of faculty profiles.
 - (iii) Internship opportunities with companies in Indian and overseas.
 - (iv) Establishment of periodic quality assurance practices and procedures.

- (v) Short professional training courses.
5. Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education research. Activities include:
- (i) Joint cooperative research projects.
- (ii) Consultancy work to assist the development of new Postgraduate courses.
- (iii) Enter into the twinning arrangement, if allowed within the rules of the UGC.

ORDINANCE – 13**Doctor of Philosophy (Ph.D.) Programs**

The Ordinance shall be called the "Ordinance" Governing the Doctoral Degree. The ordinance will be governed by the UGC (Minimum Standards and Procedure for Awards of M.Phil./PhD Degrees) Regulations, 2022 and as amended by the UGC from time to time.

1. Eligibility criteria:

The following are eligible to seek admission to the Ph.D. program:

- 1.1** A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- 1.2** Candidates who have completed the M.Phil programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

2. Duration of the Programme

2.1 Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

2.2 A maximum of an additional two (2) years can be granted through a process of re-registration; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

2.3 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

3. Procedure for admission. -

3.1 The admission shall be based on the criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

3.2 University shall notify a prospectus well in advance on the university website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates. University shall adhere to the National/State-level reservation policy, as applicable

3.3 University may admit students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests based on an interview.

And/or

University may admit students through an Entrance Test conducted at the University level. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject-specific.

3.4 Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.

- 3.5 A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ ST/ OBC/ differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- 3.6 University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- 3.7 Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.
- 3.8 University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

4. Allocation of Research Supervisor- Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- 4.1 Permanent faculty members working as Professor/Associate Professor of University with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in University with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university would be in violation of these Regulations.
- 4.2 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by university, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfil the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same school or another school of the University or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

- 4.3 In case of interdisciplinary/multidisciplinary research work, if required, a co-Supervisor from outside the School /University may be appointed.
- 4.4 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- 4.5 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of the research already undertaken.
- 4.6 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- 5. Admission of International students in Ph.D. program:**
 - 5.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 4.4 above.
 - 5.2 The University may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
6. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 4.4 and clause 5.1.
- 7. Course Work. - Credit requirements, number, duration, syllabus, minimum standards for completion, etc.**
 - 7.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.
 - 7.2 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorials or laboratory work and evaluations.

- 7.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.
8. **Research Advisory Committee and its Functions.** - There shall be a Research Advisory Committee or an equivalent body concerned for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:
- 8.1 To review the research proposal and finalize the topic of research.
- 8.2 To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to take.
- 8.3 To periodically review and assist in the progress of the research work of the Ph.D. Scholar.
- 8.4 Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 8.5 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.
9. **Evaluation and Assessment Methods, minimum standards/credits for award of the degree etc.-**
- 9.1 Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (3) of Regulation 7 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- 9.2 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the University, which shall also be open to all faculty members and other research scholars/students.
- 9.3 The University shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all research activities leading to the award of a Ph.D. degree.
- 9.4 A Ph.D. scholar shall submit the thesis for evaluation; along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

- 9.5 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. University may formulate appropriate rules/ordinances to effect the provisions of this Regulation.
- 9.6 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- 9.7 The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 10. Academic, research, administrative, and infrastructure requirements to be fulfilled by colleges for getting recognition for offering Ph.D. programs:**
- 10.1 Post-graduate School offering 4-year Undergraduate Programmes and/or Post-graduate Programmes, may offer Ph.D. programmes, provided they satisfy the availability of eligible Research Supervisors, required infrastructure, and supporting administrative and research facilities as per these Regulations.
- 11. Ph.D. through Part-time Mode-**
- 11.1 Ph.D. programs in part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- 11.2 The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
- 11.3 The candidate is permitted to pursue studies on a part-time basis.
- 11.4 His/her official duties permit him/her to devote sufficient time for research.
- 11.5 If required, he/she will be relieved from the duty to complete the course work.

12. Notwithstanding anything contained in these Regulations or any other law, for the time being in force, University may not conduct Ph.D. programmes through distance and/or online mode:
13. **Grant of M.Phil Degree.** - Higher Educational Institutions shall not offer the M.Phil (Master of Philosophy) program.
14. **Issuing a Provisional certificate.**- Prior to the actual award of the Ph.D. degree, the degree-awarding University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.
15. **Award of Ph.D. degrees prior to Notification of these Regulations.** - Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil Degree programmes commencing prior to the enactment of these Regulations.
16. **Depository with INFLIBNET.** - Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.
17. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee duly constituted for this purpose. The decision of Vice-Chancellor shall be final.

ORDINANCE – 14**Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctors of Laws (LL.D.)****INTRODUCTION –**

1. These Ordinance Shall be called the Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs.
2. The Degree of D.Sc./ D.Litt./ LL.D. Shall be conferred on the candidates who fulfills the requirement as specified in these ordinances.
3. The degrees assigned to various faculties are as detailed below :-

D.Litt. : Arts, Humanities and Social, Education, Commerce, Management, Yoga and Physical Education.

D.Sc. : Science, Engineering, Medicine, Engineering Science, Ayurveda, Home Science, Life Science and Technology.

LL.D.: Laws.

ELIGIBILITY

1. A Candidate shall be eligible for registration for D.Sc./ D.Litt./ LL.D. if he/ she holds the degree of doctor of philosophy of at least five years standing of this university or any university/ deemed university recognized by this university and must have published at least 10 papers in standing research journal or published research papers by the research degree committee.

APPLICATION

1. A Candidate for D.Litt./ D.Sc./ LL.D. degree must apply for registration of his subject on the prescribed application form obtainable on payment of prescribed fee starting :

a. His qualification and experience.

b. Subject in which he/she propose to work

c. The topic of research.

d. The application shall also be accompanied by:

(a) Registration fee-as decided time to time by the university.

(b) A certificate from the Head of the University Teaching Department/ School of Studies/ Principal of the college affiliated to the University/Head of a Research Institute Recognized for the purpose by the university, testifying that adequate Facilities exist and shall be provided to the candidate if registered. There shall be no supervisor of the candidate and he/she shall have to work independently. Provided that a candidate, if he/she so desires, may have person (s) of merit in the subject as advisor(S).

(c) Attested copies of the statements of marks of graduate and master's degree examinations and Ph.D. degree.

(d) Migration certificate along with enrolment form and the requisite fee.

(e) List of publications of the candidate together with a copy of each of the publication.

(f) Ten typed copies of detailed synopsis of the proposed topic of research furnishing present. State of Arts, a review of literature, proposed line of investigation with detailed methodology and relevant bibliography.

(g) Application for registration may be submitted any time during the academic year.

IV. FACULTY RESEARCH COMMITTEE AND RESEARCH DEGREE COMMITTEE

1. Subject to the general superintendence of the Academic Council, a committee, namely, the Faculty Research Committee (FRC) shall deal with all matters connected with the D.Sc./ D.Litt./ LL.D. programme of the University in accordance with these Ordinances. However, the registration shall be formally approved only by a Research Degree Committee.

The constitution of the FRC shall be as follows

- i. Dean of the faculty - Chairman
 - ii. Two experts from the concerned faculty, nominated by Vice Chancellor - Members
 - iii. Minimum one external expert of the concerned field of the rank of university professor to be appointed by Vice Chancellor from the panel - Member
of at-least four names given by the Dean
 - iv. Concerned Head of the Department/ Coordinator of the school - secretary
2. The FRC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The FRC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates.
 3. The Academic section shall intimate each candidate recommended by the FRC to submit their synopsis.
 4. Within three months after the receipt of the Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs of scrutiny, the candidate after paying prescribed fee and shall be entitled for submission of synopsis.
 5. The constitution of Research Degree Committee shall be as follow:
 - I. The Vice Chancellor
 - II. The senior most Professor of the University in the subject.
 - III. Dean of the Faculty.
 - IV. Head of the University Teaching Department/School of Studies of the concerned subject.
 - V. Chairman, Board of Studies in the subject.

- VI. Two external experts of the concerned field in the rank of University Professor to be appointed by the Vice Chancellor from the panel at least four names given by the Dean of the Faculty after perusal of the detailed synopsis submitted by the candidate.

Two external subject experts and two other members i.e. four in all shall form the quorum. Meeting of Research Degree Committee shall be held in the University Office.

V. ADMISSION

1. The candidate will have to submit synopsis in 10 copies to the Academic Section of the University.
2. The application of the candidate recommend by FRC for registration shall be placed before the Research Degree Committee and he/she shall make an oral presentation of the proposed work.
3. Committee shall recommend suitability of the topic of research and the registration of the candidate for the D.Litt./ D.Sc./ LL.D. degree, as the case may be. On approval the committee, the candidate shall be deemed to have been registered from the date the meeting or the date of the submission of application in the university.
4. The candidate shall finally be enrolled on payment of the first term fee to university.
5. Candidate shall ordinarily be permitted to work for D. Litt./ D.Sc./ LL.D. degree the subject in which he has obtained his Ph.D. degree. He/she may, however, be allowed in a subject, of interdisciplinary nature.

VI- SUBMISSION OF THESIS

1. The candidate, after registration, shall send his six-monthly progress report along with certificate of payment of six-monthly fees from the Head of the Institution Where he/she is working. If two subsequent reports together with the certificate of the payment fees are not received in the office the registration shall stand automatically cancelled.
2. The candidate shall not be allowed to submit the thesis for evaluation earlier than 3 years from the date of his/her registration and not later than 5 years. Further extension of one year may be granted by the Vice Chancellor on valid reasons (s) on payment of a prescribed fee of to the university. After the expiry of this period of extension the registration shall be cancelled.
3. Six months before the candidate intends to submit the thesis after having published three research papers in standard Research Journals or publications of merit after registration for D.Litt./ D.Sc./ LL.D., the candidate shall inform the Registrar of his intention of submitting the thesis. The Registrar shall arrange for an oral presentation of work by the candidate before a Screening committee.
 - a) screening committee consisting of the following members:
 - i. Vice Chancellor
 - ii. Senior most Professor of University Teaching department/School of Studies in the subject.
 - iii. Dean of the Faculty.
 - iv. Head of the University Teaching Department/School of Studies in the subject, if any.
 - v. Chairman, Board of Studies of the subject.

- v1. One external subject expert nominated by the Vice Chancellor preferably from amongst the experts of R.D.C. approving the registration of the candidate.

One external subject expert and two other members shall form the quorum for this purpose.

The presentation shall be made at the place/through video Conference facility and time fixed by the University.

b) The Screening Committee shall have following powers :

- i. To approve the work for the submission of thesis.
- ii. To suggest modifications, if any along with reason (s) to be recorded by the committee.

c) The presentation by the candidate shall be open to all interested and shall be announced on the Notice Board at least a week in advance by the Registrar.

4. The work of the candidate shall comply with the following conditions to merit the award of the degree:

It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.

It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known. It must be a scholarly work of high quality. It must be the work done during the last five years before the submission of the thesis.

It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., Out of which at least two must be authored solely by the candidate.

It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.

5. The candidate shall submit the thesis as per the following guidelines:

a. Five copies of the thesis in hardbound form.

b. The thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.

c. A soft copy of the thesis in CD.

d. A declaration by the candidate that the thesis has not been submitted for any other degree or diploma and the content of thesis is Plagiarism free in two form of a Certificate.

e. A certificate from the Advisor, Head of the Department/Coordinator of the School and the Chairman of the FRC that the thesis has been submitted for the award of the concerned degree of the University.

f. The thesis shall be either in English or in Hindi except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.

g. Three independent research papers published in standard journals or publications of merit on the subject of thesis.

Vice Chancellor

6. The Registrar shall obtain from the external expert of the Screening committee a panel of at least six names including two foreign experts in the subject, not below the rank of University Professor who can be appointed examiners, in a sealed envelope for the consideration of Examination Committee.
7. After being permitted by the Screening Committee referred to above, the candidate shall submit four typewritten copies or photo copies of the thesis, six copies of approved synopsis and six copies of summary together with prescribed examination fee. The published papers/works must be incorporated either as a part of text or as appendix in the thesis. The candidate shall furnish a certificate to the effect that the work embodied in the thesis has not been submitted for the award of any degree either of this university or any other university or deemed university and that it contains his own work.
- a. On receipt of the thesis the Registrar shall call upon the Examination Committee constituted draw a panel of six names, taking into consideration the panel submitted by the expert of the screening committee, of the experts in the field of research not below the rank of University Professor, including foreign experts.
- b. The Vice Chancellor shall appoint three examiners. The examiners appointed by the Vice Chancellor shall be approached in writing for their consent of evaluate the thesis together with the copies of approved synopsis and the summary of the thesis. On receiving the acceptance the thesis shall be sent to the examiners.

Provided that if a foreign examiner is appointed by the Vice Chancellor and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL he/she shall have to bear the charges of AIR MAIL.

- c. In the event of the report of the thesis not received within three months from the date of dispatch of the thesis, the Vice Chancellor may cancel the appointment and such examiner shall be asked to return the thesis along with all the documents. The Vice Chancellor shall appoint another examiner in place of such an examiner.
8. The examiner may seek clarification of the subject matter of the thesis from the candidate through the Registrar. The Registrar shall pass on the queries to the candidate without disclosing the identity of the examiner and the clarification obtained from the candidate shall be forwarded to the examiner. The provision shall be incorporated in the Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs to be sent to the examiner while sending the thesis.
9. The examiners must give specific opinions on the following points.
 - i. Whether the thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facts and theories.
 - ii. How far it evinces candidate's capacity for original thinking, critical examination and sound judgment?
 - iii. Whether the thesis is satisfactory in point of language and presentation of subject matter.
 - iv. Whether the thesis be approved for D.Litt./ D.Sc./ LL.D. degree
 - v. The examiner must also furnish a detailed report on the thesis together with a set of questions to be asked at the time of Viva-voce examination.

- vi. In case the examiner suggests for an improvement of thesis, he must give a detailed report on the lines on which the thesis be modified and resubmitted.

10. The D.Litt./ D.Sc./ LL.D. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate along with at least three independent research papers published in standard journals of publications of merit on the subject of thesis

11.

- i. If all the three examiners approve the thesis, the candidate shall be called upon to appear at the viva-voce examination as per the provisions of the Ordinance.
- ii. If two examiners approve the thesis and the third rejects/ recommends revision the thesis shall sent to a fourth examiner (without the report of earlier examiners) appointed by the Vice Chancellor for evaluation. The opinion of the fourth examiner shall be final.
- iii. In case all the three examiners recommend revision/rejection or two examiners recommend revision/rejection and the third accepts, the thesis shall stand rejected.
- iv. In case the candidate is asked by the fourth examiner to revise under section the candidate shall be permitted to revise the thesis on the lines suggested by the examiner(s). The comments of the examiner(s) shall be made available to the candidate without disclosing the identity of the examiner. The candidate shall submit the revised thesis not earlier than six months and not later than eighteen months front the date the candidate is asked to revise the thesis. He/she shall have to pay a fee as prescribed by the University at the time of resubmission.

In case one of the examiners of the revised thesis recommends for the award then the candidate shall be called upon to appear at viva-voce examination. In case both the examiners reject or one reject and the other recommend for revision or both recommend for revision the thesis shall be rejected.

12.

- i. If the thesis is finally approved the candidate shall be called upon to appear for a viva-voce examination conducted by at least two external examiners. All the three examiners shall be invited to conduct the viva-voce examination.
- ii. The viva-voce examination shall be conducted at the University Teaching Department/School of Studies on the date, time and place notified by the Registrar which shall be put on the notice board at least a week in advance.
- iii. The candidate shall present the work embodied in the thesis before the board of examiners, faculty members, research scholars and other interested person. After the presentation, the examiners appointed for the viva-voce examination shall ask questions to the candidate. Others may submit their questions in writing to external examiners. Who may put such of those questions to the candidate as they deem fit. The examiners may also ask question beyond the scope of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the subject on which he has submitted the thesis.
- iv. In case of divergence of opinion between the thesis examiners a viva-voce examiners or the divergence of opinion between the viva-voce examiners the candidate shall be asked to reappear at a second viva-voce examination within six months. If the candidate fails to

satisfy the viva-voce examiners at the second examination, his thesis shall finally be rejected.

13. After the viva-voce examination the recommendations shall be reported to the Executive Council for approval. After the approval of Executive Council for the award of D.Litt./ D.Sc./ LL.D. degree to the candidate, one copy of the thesis shall be kept in the University Library, another in the Library of the Institution where he/she prosecuted his/her research work, and the remaining two copies shall be returned to the candidate.

The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis.

14. After the declaration of the result, the successful candidate on payment of a fee as prescribed by the University may be provided the copies of reports of the examiner without disclosing their names.
15. The candidates who have already been registered for D.Litt./ D.Sc./ LL.D. degree under the repealed Ordinance will continue to be governed by the provisions of the repealed Ordinance.

The candidate who has applied for registration but have not been registered till this Ordinance comes into force shall be governed by the provisions of this ordinance.

16. On detection of any irregularity, the University shall take suitable steps to withdraw the degree.

ORDINANCE – 15**Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)**

1. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Social Work (B.S.W.)
2. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated autonomous colleges for their regular as well as non-collegiate (private) students.
3. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
4. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these undergraduate programmes.
5. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
6. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
7. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

8. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. **Elective Course:**

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 **Dissertation/Project:**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such

a course on his own with an advisory support by a teacher/ faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME:SEMESTERSYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor

subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/community engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major	Minor	Generic Elective Course	Vocational Course			# Inter/Intra Faculty		
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(120) Bachelor Degree in Main Faculty
Level 6	5	1 (6 Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6 Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 7	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	Bachelor Degree (Research) in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM plat form or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomus College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomus College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomus College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5** The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

16.9 On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.

16.10 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student

to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.

- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x10

The percentage will be rounded off up to second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

ORDINANCE - 16**Maters of Arts (M.A.)**

1. **Title of the Degree:** Two years Post Graduate Degree in Art
2. **Faculty Name:** Arts, Humanities and Social Sciences
3. **Course Name:** Maters of Arts (M.A.)

In the following subjects:

English Literature, Hindi Literature, Sanskrit, Psychology, Geography, Economics, Applied Arts, History, Fashion Designing, Arts Honors, Music, Computer, Sociology, Political Science, Painting, Fine Arts , Interior design, Multimedia , Animation & Film making performing, Animation, Foreign language, Public adminis.

4. **Eligibility for Admission:** Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system.
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure. :** Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.
9. **Examination:-**
 - (a) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
 - (b) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include viva-voce.

practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.

- (c) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- (d) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- (e) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (f) Span period of completion of courses shall be as prescribed in the respective regulation.
- (g) Conduct of Examinations
 - (i) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
 - (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
 - (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
 - (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
 - (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
 - (vi) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
 - (vii) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of

examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(h) Makeup Examinations

- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

(i) Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(j) Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

i. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

ii. Practical Block

Lab work and performance, quizzes, Assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (iv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(k) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(l) Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(m) Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

(n) Promotion to Higher Semester

- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

(o) The Appointment of Examiners

- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(p) The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department - Member
- (iii) Two seniors most teachers by rotation, as subject experts – Members.

10. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.
11. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.
12. **The Teaching Scheme:-** The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.
- The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.
13. **General Instructions:**
1. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
 2. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
 3. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
 4. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
 5. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE - 17**Master of Commerce (M.Com.)**

- 1. Title of the Degree: Master of Commerce**
- 2. Faculty Name: Faculty of commerce**
- 3. Course Name:**
 - Master of Commerce (M.Com.)
 - Master of Commerce in Taxation
 - Master of Commerce (M.Com Honors)
 - Master of Advertisement, Sales Promotion and Sales
 - Master of Computer Application
 - Master of Foreign Trade
 - Master of Applied Accounting Finance
 - Master of E-Commerce
 - Master of GST
- 4. Eligibility for Admission: Eligibility for Admission: Commerce undergraduate from any state /central/private university/institute or equivalent system.**
- 5. Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
- 6. Admission Procedure. : Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system with commerce stream.** Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
- 7. Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
- 8. Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.

9. Examination:-

- (q) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
 - (r) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
 - (s) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
 - (t) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
 - (u) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
 - (v) Span period of completion of courses shall be as prescribed in the respective regulation.
 - (w) Conduct of Examinations
- (viii) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
 - (ix) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
 - (x) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
 - (xi) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
 - (xii) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.

- (xiii) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (xiv) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(x) **Makeup Examinations**

- (iv) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (v) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (vi) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

(y) **Choice Based Grading System**

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(z) Award of Grade and Grade Points

- (v) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (vi) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

iii. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

iv. Practical Block

Lab work and performance, quizzes, Assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (vii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (viii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(aa) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(bb) Condoning of the Deficiency

- (iii) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (iv) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(cc) Award of Division and Merit List

- (v) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (vi) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (vii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (viii) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- (dd) Promotion to Higher Semester
- (iii) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (iv) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.
- (ee) The Appointment of Examiners
- (iv) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (v) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (vi) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(ff) The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (iv) The Dean of the Faculty - Chairman
- (v) The HOD of the concerned Department - Member
- (vi) Two seniors most teachers by rotation, as subject experts – Members.

10. Medium of instruction: The Medium of Instruction during the Examination shall be English/Hindi.

11. Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

12. The Teaching Scheme:-The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

13. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE - 18**Master of Science (M.Sc.)**

1. **Title of the Degree:** Two years Post Graduate Degree
2. **Faculty Name:** Science
3. **Course Name:** Master of Science (M.Sc.) Science

In the following subjects:

Mathematics, Physics, Computer Science, Botany, Zoology, Forensic Science, Environmental Science, Microbiology, Statistics, Biochemistry, Fashion Design, Animation Design, Biotechnology, Applied Chemistry, Cosmetic Technology, Embryology, Bio-Tech, Nanotechnology, Computer Applications, Information Technology, Zoology, Environment Science, Electronics, Electronics and Communication, Electronics Instrumentation, Library, Information Science, Applied Mathematics, Statistics, Actuarial Statistic, Applied Physics, Laser Science and Applications, Material Science, Nanomaterials, Nanotechnology, Electronic Media.

4. **Eligibility for Admission:** Eligibility for Admission: Science undergraduate from any state /central/private university/institute or equivalent system.
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Eligibility for Admission: Science undergraduate from any state /central/private university/institute or equivalent system with home science stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.

9. Examination:-

- a. To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
- b. There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- c. Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- d. The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- e. The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- f. Span period of completion of courses shall be as prescribed in the respective regulation.
- g. Conduct of Examinations
- h. All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
- i. The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- j. The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- k. The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.

6. Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
7. University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
8. University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

9. Makeup Examinations

- (vii) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee, However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (viii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (ix) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

10. Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

11. Award of Grade and Grade Points

- (ix) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (x) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

v. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

vi. Practical Block

Lab work and performance, quizzes, Assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (xi) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

12. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

13. Condoning of the Deficiency

- (v) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (vi) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

14. Award of Division and Merit List

14. Award of Division and Merit List

- (ix) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (x) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xi) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (xii) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

15. Promotion to Higher Semester

- (v) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (vi) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

16. The Appointment of Examiners

- a. All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (vii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (viii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s) if required,

prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

17. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (vii) The Dean of the Faculty - Chairman
- (viii) The HOD of the concerned Department - Member
- (ix) Two seniors most teachers by rotation, as subject experts – Members.

10. Medium of instruction: The Medium of Instruction during the Examination shall be English/Hindi.

11. Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

12. The Teaching Scheme:-The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

13. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE – 19
MASTER OF SOCIAL WORK (M.S.W.)
2-YEARS MASTER DEGREE PROGRAMME

1) Title of the Degree – Master of Social Work (M.S.W.)

2) Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.

3) Course Applicability –

3.1) 2 – Years Master of Social Work (M.S.W.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4) Eligibility For Admission :

Candidate who have passed duly recognized following examination:-

i) Graduate in relevant subjects (also securing minimum pass marks in these subjects as per the norms of regulatory authority/council) from any recognized University would be mandatory for admission in **Master of Social work (MSW) program**.

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.

- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) Specialization Distribution–

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) Number of Seats–

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) Duration & Commencement –

- i. Scheduled period for the completion of the Program is **2 years**.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

9) Course Structure –

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ years.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11) Medium of Instruction—

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

12) Attendance—

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13) Examination—

i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.

ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

14) Eligibility for Degree—Eligibility for Award of the M.S.W. Degree—

A student shall be declared to be eligible for award of the **M.S.W. Degree** if he/ she has:

i. Registered and successfully completed all subjects of core courses, optional and specialized Courses, Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc. whichever applicable.

ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.

iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate over all as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and

v. No disciplinary action is pending against him/her.

15) General Instruction—

- i. The admission to the M.S.W. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

16) The various specializations in the M.S.W. programmes in the Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science, and other faculties shall include the traditional as well as innovative areas of various spheres of knowledge's linked/ related with Public Health, Rural Development, Anthropology, Public Administration, Social Research, Sociology, Social Science, Law & Management as proposed by the concerned Board of Studies and duly approved by the Academic Council.

17) These programmes are offered by the Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

18) In future, more branches/ specializations/ courses/ programmes of (M.S.W.) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.

19) The University shall also offer more number of Two Years Master degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with

other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

20) This Ordinance shall be applicable to (M.S.W.) & all others Two Years Master Degree Courses/ Programme in Social Work & Sociology and related/allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE - 20**Bachelor of Science in Home Science**

- 1. Title of the Degree: Three/Four years Undergraduate Degree (CBCS Semester Mode)**
- 2. Faculty Name: Home Science**
- 3. Course Name: B.Sc. Home Science**

In the following subjects:

- Food and Nutrition
- Human Development and Childhood Studies
- Development Communication and Extension
- Resource Management and Design Application
- Fabric and Apparel Science
- Food Technology

- 4. Eligibility for Admission: Eligibility for Admission: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other State /Central Government Board equivalent system in any stream.**
- 5. Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority Communities shall be as per the policy laid down by Central Government / State Government of MP.
- 6. Admission Procedure. :** Candidate seeking admission in Bachelor of Science (B.Sc.) Home Science courses must have passed basic eligibility criteria i.e: **5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other State /Central Government Board equivalent system** with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
- 7. Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
- 8. Duration of the Course:** The minimum duration of the Undergraduate Degree Programme shall be of three (3) Academic years/Six (6) Semesters. Whereas that of undergraduate degree leading to Honours/Research shall be of four (4) Academic years/ Eight (8) Semesters. (Level 4 is optional)

(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (Honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.

9. **Entry and Exit System:** To Enable Multiple entry and exit points in the academic programme, qualifications such as Certificate, Diploma, and Degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 4)

Entry-1: The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate Certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate Certificates in hand.

2nd year (Three & Four Semester-Level 5)

Entry-2: The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 6)

Entry-3: The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

4th year (Seventh & Eight Semester-Level 7-Optional)

Entry-4: An individual seeking admission to a Bachelor's Degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

- 10. The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

(i) Medium of instruction: The Medium of Instruction during the Examination shall be English/Hindi.

(ii) Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

- 11. Credit System:** -The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

13. Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)

14. Disciplinary /Interdisciplinary Minor (32 credits)

15. Generic Elective (16 credits)

16. Skill Enhancement Courses/Vocational Courses (12 credits)

17. Ability Enhancement Courses (08 credits)

18. Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 4	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 5	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 6	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 7 (Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- ix. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- x. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

12. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- q. First division with honour's, where student score 75% or more marks.
- r. First division, where student score 60% or more marks.
- s. Second division, where students score 50% above but less than 60% marks.
- t. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

13. **Types of Courses:** Course are the basic units of education and/or training. Types of course shall be as follow.

- **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
- **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

14. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

15. **Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

16. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE Relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE - 21**Master of Science in Home Science**

- 1. Title of the Degree:** Two years Post Graduate Degree
- 2. Faculty Name:** Home Science
- 3. Course Name:** M.Sc. Home Science

In the following subjects:

- Home Management
- Child Development
- Food and Nutrition
- Human development and Childhood Studies
- Development Communication and Extension
- Resource Management and Design Application
- Food Technology

- 4. Eligibility for Admission: Eligibility for Admission: Home Science undergraduate from any State /Central/Private University/Institute or equivalent system.**
- 5. Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
- 6. Admission Procedure: Eligibility for Admission: Any undergraduate from any State /Central/Private University/Institute or equivalent system with Home Science stream.** Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
- 7. Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
- 8. Duration of the Course:** The minimum duration of the Post Graduate Degree Programme shall be of Four (4) semesters.

9. Examination:-

10. To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
11. There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
12. Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
13. The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
14. The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
15. Span period of completion of courses shall be as prescribed in the respective regulation.
16. Conduct of Examinations
 17. All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
 18. The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
 19. The Registrar shall notify the fee payable by the students for various examinations; after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
 20. The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
 21. Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
 22. University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.

23. University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

24. Makeup Examinations

- (xiii) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (xiv) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (xv) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

25. Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

26. Award of Grade and Grade Points

- (xvii) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (xviii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

ix. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

x. Practical Block

Lab work and performance, quizzes, Assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (xix) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xx) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $j = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

27. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

28. Condoning of the Deficiency

- (ix) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (x) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

29. Award of Division and Merit List

- (xvii) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (xviii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xix) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (xx) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

30. Promotion to Higher Semester

- (ix) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (x) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

31. The Appointment of Examiners

- (xii) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (xiii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (xiv) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners/ from the entire syllabus of the course.

32. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (xiii) The Dean of the Faculty - Chairman
- (xiv) The HOD of the concerned Department - Member
- (xv) Two seniors most teachers by rotation, as subject experts – Members.

33. Medium of instruction: The Medium of Instruction during the Examination shall be English/Hindi.

34. Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

35. The Teaching Scheme:-The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

36. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE -22**Bachelor of Library & Information Science (B.Lib. &I.Sc.)**

1. **Title of the Degree:** One year Under Graduate Degree
2. **Faculty Name:** LibraryScience
3. **Course Name:** Bachelor of Library & Information Science (B.Lib. &I.Sc.)
4. **Eligibility for Admission:** **Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system.**
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** **Eligibility for Admission: Any undergraduate from any state /central/private university/institute orequivalent system** with Any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Undergraduate degree programme shall be of Two (2) semesters.
9. **Examination:-**
 To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
 There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
 Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
 The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester.

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This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.

The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.

Span period of completion of courses shall be as prescribed in the respective regulation.

10. Conduct of Examinations
11. All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
12. The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
13. The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
14. The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
15. Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
16. University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
17. University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

18. Makeup Examinations

- (xvi) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (xvii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (xviii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

19. Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

20. Award of Grade and Grade Points

- (xxi) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (xxii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

xi. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

xii. Practical Block

Lab work and performance, quizzes,	40 %
Assignments and regularity	
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (xxiii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xxiv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

21. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

22. Condoning of the Deficiency

- (xi) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (xii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

23. Award of Division and Merit List

- (xxi) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (xxii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xxiii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

[Signature]
Vice-Chancellor
M.P. Vanodaya

- (xxiv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

24. Promotion to Higher Semester

- (xi) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (xii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

25. The Appointment of Examiners

- (xv) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (xvi) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (xvii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

26. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (xvi) The Dean of the Faculty - Chairman
- (xvii) The HOD of the concerned Department - Member
- (xviii) Two seniors most teachers by rotation, as subject experts – Members.

27. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

28. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

29. The Teaching Scheme:-The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

30. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE -23**Master of Library & Information Science (M.Lib. &I.Sc.)**

1. **Title of the Degree:** One year Post Graduate Degree
2. **Faculty Name:** Library Science
3. **Course Name:** Master of Library & Information Science (M.Lib. &I.Sc.)
4. **Eligibility for Admission:** **Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system.**
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure: Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system with Any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.**
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Two (2) semesters.
9. **Examination:-**
 - To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
 - There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
 - Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination, and also be given to students who are going to appear in that paper.

- The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
 - The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
 - Span period of completion of courses shall be as prescribed in the respective regulation.
 - Conduct of Examinations
10. All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
11. The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
12. The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
13. The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
14. Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
15. University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
16. University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee

consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

17. Makeup Examinations

- (xix) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (xx) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (xxi) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

18. Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

19. Award of Grade and Grade Points

- (xxv) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (xxvi) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

xiii. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %

Total	100 %
xiv. Practical Block	
Lab work and performance, quizzes, Assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (xxvii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xxviii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, provision for requesting a retotalling or revaluation will be available through application.

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Univ.
Gwalior

in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

20. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

21. Condoning of the Deficiency

- (xiii) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (xiv) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

22. Award of Division and Merit List

- (xxv) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (xxvi) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

(xxvii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

(xxviii) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

23. Promotion to Higher Semester

(xiii) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.

(xiv) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

24. The Appointment of Examiners

(xviii) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.

(xix) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.

(xx) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

25. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

(xix) The Dean of the Faculty - Chairman

(xx) The HOD of the concerned Department - Member

(xxi) Two seniors most teachers by rotation, as subject experts – Members.

26. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

27. Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

28. The Teaching Scheme:-The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

29. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE -24**Diploma in Library & Information Science (D.Lib. &I.Sc.)**

- 1. **Title of the Degree:** One year Diploma Program
2. **Faculty Name:** Faculty of Education/ School of Library Science
3. **Course Name:** Diploma in Library & Information Science (D.Lib. &I.Sc.)
4. **Course Applicability –**
 - a. **1- year Diploma in Library** Program shall be quoted simply ‘Program’ hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
 - b. The board of Studies is authorized to recommend further additions/alteration in this ordinance with the approval of MPPURC and Government of M.P.
 - c. Name of the Faculty/Board of Studies is Faculty of Education and the Department shall be School of Library Science.
5. **Eligibility for Admission:**

Candidate who have passed duly recognized following examination:

 - i. 10+2 pass with any subject from a recognized Board would be eligible for admission in Diploma in Library (D.lib.) Program.
 - ii. Not with standing anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
 - iii. Admission shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.
6. **Eligibility for Admission to NRI/Other Privileged Candidates.** :Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
7. **Admission Procedure:** Admission shall take place on the criteria approved by the Admission Committee and Vice Chancellor.
8. **Course/Specialization Distribution-**

Admission to the particular branch of study shall be as decided by the University on the basis of counseling/ Personal interview.

9. Number of Seats –

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

10. Duration & Commencement-

- i. Scheduled period for the completion of D.lib Program is 1 year.
- ii. Maximum duration of Program completion is 2 years.
- iii. The Programs shall generally commence in July/ August every year. Other than under exceptional circumstances.
- iv. Each year shall be spread over not less than 180 teaching days.

11. Fee Structure –

All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each Semester/Year.

The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

- 12. Medium of instruction:** The Medium of Instruction during the Examination shall be English/ Hindi

- 13. Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

14. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE - 25

**Bachelor of Physical Education and Sports (B.P.E.S.)
3 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- i) **Title of the Degree – Bachelor of Physical Education (B.P.E.S.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**

3.1) 2 - years Bachelor of Physical Education & Sports (B.P.E.S.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.

3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4) Eligibility For Admission :

Candidate who have passed duly recognized following examination:-

- i) 10+2 pass from any recognized board with minimum pass marks as prescribed by concerned regulatory authority/council would be mandatory for admission in the program.
 - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
 - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) Course/Specialization Distribution–

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) Number of Seats–

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) Duration & Commencement –

- i. Scheduled period for the completion of B.P.E.S. Program is 3 year.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

9) Course Structure –

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

1) Medium of Instruction—

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

2) Attendance—

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% in both theory and practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

3) Examination—

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

4) Eligibility for Degree –Eligibility for Award of the B.P.E.S. Degree-

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

5) General Instruction—

- i. The admission to the B.P.E.S. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 6) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
 - 7) These programmes are offered by the Faculty of Education / School of Physical Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
 - 8) This Ordinance shall be applicable to all Three years Degree in Physical Education & Sports, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE - 26**BACHELOR OF PHYSICAL EDUCATION (B.P.Ed.)
2 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Physical Education (B.P.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
 - 3.1) **2 - years Bachelor of Physical Education (B.P.Ed.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
 - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
 - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

Candidate who have passed duly recognized following examination:-

 - i) Bachelor's degree in any discipline with 50% marks and having at least participation in the Inter-College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/SGFI/Govt. of India.

Or

 - ii) Bachelor's degree in physical education with 45% marks.

Or

 - iii) Bachelor's degree in any discipline with 45% marks and studied physical education as compulsory/ elective subject.

Or

 - iv) Bachelor's degree with 45% marks and having participated in National/ Inter University/ State competitions or secured 1st, 2nd or 3rd position in Inter College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/SGFI/Govt. of India.

Or

 - v) Bachelor's degree with participation in international competitions or secured 1st, 2nd or 3rd position in National/ Inter-University competition in sports and games as recognized by respective federations/ AIU/IOA/SOFI/Govt. of India.

- vi) Graduation with 4.5% marks and at least three years of teaching experience (for deputed in-service candidates i.e. trained physical education teachers/ coaches)
- vii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

15) Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

16) Course/Specialization Distribution–

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

17) Number of Seats–

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

18) Duration & Commencement –

- i. Scheduled period for the completion of B.P.Ed. Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. Each Academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

19) Course Structure –

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

10) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11) Medium of Instruction–

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, NCTE.

12) Attendance–

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work and practicum, and 90% for school internship, in each semester/year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13) Examination–

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

14) Eligibility for Degree–Eligibility for Award of the B.P.Ed. Degree–

9) A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field

Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overalls as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

15) General Instruction—

- i. The admission to the B.P.Ed. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 6) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
 - 7) These programmes are offered by the Faculty of Education / School of Physical Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
 - 3) This Ordinance shall be applicable to all Two years Degree in Physical Education, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE -27**MASTER OF PHYSICAL EDUCATION & SPORTS (M.P.E.S.)**

Faculty of Education and Physical Education shall offer following Post Graduate Program:

(i) Master of Physical Education (M.P.E.S.)

As per ordinance No-2 and as approved by the Academic Council.

- (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.

(d) Admission:

The eligibility for admission to the first year of M.P.E.S Course shall have passed B.P.E with minimum percentage of marks as per NCTE guidelines. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice-based credit system.

The programme shall be designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of physical education and communication skills.

(f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

(g) Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc. wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable.
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. No dues to the University, Hostels, Libraries, NCC/NSS etc. and
- e. No disciplinary action is pending against him.

(h) Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

(i) Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

(j) General Instructions:

- a. The admission to all kinds & mode of Degree, Course shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- b. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- c. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- d. The University shall also offer a greater number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations Industries and to provide the dissemination of knowledge to all concerned throughout the World.
- e. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE - 28**MASTER OF PHYSICAL EDUCATION (M.P.Ed.)
2 - YEARS POST GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Physical Education (M.P.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**

3.1) 2 - years Master of Physical Education (M.P.Ed.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.

3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

4) **Eligibility For Admission :**

Candidate who have passed duly recognized following examination:-

- i) Bachelor of Physical Education (B.P.Ed.) or equivalent with at least 50% marks.
 - Or**
 - ii) Bachelor of Science (B.Sc.) in Health and Physical Education / Bachelor of Physical Education & Sports (B.P.E.S.) with at least 50% marks.
 - iii) Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
 - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) Course/Specialization Distribution--

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) Number of Seats--

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

8) Duration & Commencement –

- i. Scheduled period for the completion of M.P.Ed. Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. Each Academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

9) Course Structure –

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

10) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11) Medium of Instruction–

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

12) Attendance–

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13) Examination–

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

14) Eligibility for Degree –Eligibility for Award of the M.P.Ed. Degree-

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overalls as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

15) General Instruction–

- i. The admission to the **M.P.Ed.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the Faculty of **Faculty of Education / School of Physical Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to all **Two years Master Degree in Physical Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE -29**Bachelor of Arts in Journalism& Mass Communication (BA:JMC)**

(As per the “ Guidelines for Multiple Entry and Exit in Academic Prograames offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020, These provisions of this Ordinance shall be applicable from the academic session 2022-23)

1. **Title of the Degree:** Bachelor of Arts in Journalism& Mass Communication (BAJMC)
2. **Faculty Name:** Journalism& Mass Communication
3. **Course Name:** Bachelor of Arts in Journalism& Mass Communication (BAJMC)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure. :** Candidate seeking admission in Bachelor of Arts in Journalism& Mass Communication (BA: JMC) courses must have passed basic eligibility criteria i.e: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/Six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)

(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.

9. Entry and Exit System: The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 4)

Entry-1: The entry requirement for first semester in Level 4 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 4 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 5)

Entry-2: The entry requirements for fourth semester in Level 5 is the successful completion of Level 5 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 4 & 5 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 6)

Entry-3: The entry requirement for semester six in Level 6 is successful completion of Level 4 & 5. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 4 to 6 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

4th year (Seventh & Eight Semester-Level 7-Optional)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 4 to 7 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 4 to 7, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 7-.

10. The Examination Scheme: Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

(i) Medium of instruction: The Medium of Instruction during the Examination shall be English/Hindi.

(ii) **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

11. **Credit System:** -The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 4	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 5	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 6	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 7 (Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- xi. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- xii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

12. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper.

separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- u. First division with honour's, where student score 75% or more marks.
- v. First division, where student score 60% or more marks.
- w. Second division, where students score 50% above but less than 60% marks.
- x. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

13. Types of Courses: Course are the basic units of education and/or training. types of course shall be as follow.

- **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
- **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

14. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

15. Syllabus: The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

16. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.

- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE - 30**Master of Arts in Journalism and Mass Communication (MA:JMC)**

1. **Title of the Degree:** Master of Arts in Journalism and Mass Communication (MAJMC) 2 year course
2. **Faculty Name:** Journalism and Mass Communication
3. **Course Name:** Master of Arts in Journalism and Mass Communication (MAJMC)
4. **Eligibility for Admission:** Eligibility for Admission: Journalism and Mass communication undergraduate from any state /central/private university/institute or equivalent system.
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Eligibility for Admission: Journalism and Mass communication undergraduate from any state /central/private university/institute or equivalent system with Journalism and Mass communication science stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.
9. **Examination:-**
 - 9.1 To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
 - 9.2 There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.

- 9.3 Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- 9.4 The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- 9.5 The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- 9.6 Span period of completion of courses shall be as prescribed in the respective regulation.
- 9.7 Conduct of Examinations
10. All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
11. The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
12. The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
13. The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
14. Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
15. University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
16. University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

17. Makeup Examinations

(i). If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.

(ii). The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.

(iii.) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

18. Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

19. Award of Grade and Grade Points

19.1. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.

19.2. The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

19.3.Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

19.4.Practical Block

Lab work and performance, quizzes, assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

19.5.Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

20. The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{i=1}^n SG_i NC_i}{\sum_{i=1}^n NC_i}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

21. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

22. Condoning of the Deficiency

22.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

22.2 One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

23. Award of Division and Merit List

23.1. Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

24. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

25. Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

26. For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

27. Promotion to Higher Semester

27.1. To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.

27.2. A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

28. The Appointment of Examiners

28.1. All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.

28.2. The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.

28.3. For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

29. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- i. The Dean of the Faculty - Chairman
- ii. The HOD of the concerned Department - Member
- iii. Two seniors most teachers by rotation, as subject experts – Members

VIC

30. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

31. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

32. **The Teaching Scheme:-** The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

33. **General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE -31**Diploma in Elementary Education (D.El.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch

Faculty of Education and Physical Education shall offer following Diploma in Elementary Education (D.El.Ed.) program

Duration: Two Years

The duration of the programme shall be of two academic sessions/years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer/winter/ staggered) are available to the learners for guided supervised instructions and face-to-face contact sessions.

Eligibility for Admission.

Candidates seeking admission to this course must have passed Senior Secondary (Class: XII) or equivalent examination with minimum 50% marks. The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt. or NCTE norms w ever is applicable.

Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to s these courses in accordance with the directives of Govt. of India and / or State Government as per NCTE norms.

Admission procedure:

Admission under this College will be made as follows:

- (a) The University will issue admission notification in newspapers, on the University's website, notice Board of the University and in other publicity media before the start of every cycle
- (b) List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice Board of the University/University's website Or the student will be informed directly of their admission after the last date of application. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally, such candidates however must produce the previous year Mark sheet/Faculty/College certificates as a proof of required eligibility criteria. The candidates so admitted shall have to Present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
- (c) The application form may be rejected due to any of the following reasons:
 1. The candidate does not fulfil the eligibility conditions.
 2. The prescribed fee is not paid.
 3. The application from is not signed by the candidate and his/her parent guardian, wherever required.
 4. Supporting documents for admission are not enclosed.

- (d) Enrolments/Registration number will be assigned to the student by the University after verification & submission of all the necessary document and fees.
- (e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by NCTE shall also follow.

Intake

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the concerned Regulatory Body.

Academic cycle/Year:

There will be one academic cycle for these courses every year as decided by the University.

Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council as per norms of Regulatory Body.

Medium of Instructions and Examination:

The medium of instructions and examination shall be either Hindi or English

Examination:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

Eligibility for Award of the Diploma in Elementary Education (D.El.Ed.):

A student shall be declared to be eligible for award of the Diploma if he has:

- a) Registered and successfully completed all the Core Courses, Optional. Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Successfully earned the specified credits in all the categories of subjects as applicable;
- d) No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- e) No disciplinary action is pending against him.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as up to 15% admissible within applicable regulations.

Maximum Duration for Completion of Course

A Candidate has to complete the entire course of Diploma in Elementary Education (D.El.Ed.) within a maximum period of four years from the session of first admission.

ORDINANCE - 32**Bachelor of Education (B.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch

Faculty of Education and Physical Education shall offer following Under Graduate Program:

- (i) Bachelor of Education (B.Ed.)
- (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admission:

Candidates with Bachelor's Degree in Sciences / Social Sciences / Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics or any other qualification equivalent thereto, with percentage marks as per NCTE guidelines are eligible for admission in the programme. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions and intake from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

- (e) The Teaching Scheme:

The curriculum, programme implementation and the assessment shall be as per the NCTE norms notified from time to time. The curriculum shall be designed to integrate the study of subject knowledge, human development, pedagogical knowledge and communication skills. The programme shall comprise broad curricular areas namely Perspectives in Education.

Curriculum and Pedagogical Studies, Engagement with the Field and School Internship. The programme implementation shall be as to meet the specific demands of such professional programmes of study. The Academic Faculty as per norms prescribed by the NCTE shall cater to the foundation and pedagogy courses in a flexible manner so as to optimize academic expertise available.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice-based credit system.

(f) **The Examination Scheme:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc.

Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- e. No dues to the University, Hostels, Libraries, NC etc. and
- f. No disciplinary action is pending against him.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

General Instructions:

- The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty School / Centres / Institutes located in University campus.

ORDINANCE No. 33**B.Sc. B Ed./B.A. B.Ed./B.ComB.Ed**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch

Title of the Degree	: B.Sc. B Ed./B.A. B.Ed. / B.ComB.Ed
Name of Faculty	: Faculty of Education & Physical Education
Course Name	: B.Sc. B Ed./B.A. B.Ed. /B.ComB.Ed
Duration of the Course	: 4 years (8 semesters)

Eligibility For Admission:**For Degree (1st year) (Regular):**

Candidates who have passed duly recognized following examination:

Final examination of the 10+2 (at least 33%) of MP Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

10+2 (at least 33%) Vocational Examination by any recognized Central / State Board Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCTE / other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Eligibility for Admission to NRI / other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government:

Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview.

Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

Academic cycle / year:

There will be one / two academic cycle for these courses every year like Summer & Winter as decided by the University.

Course Structure:

The Course structure of Degree (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc

Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- Earned the specified credits in all the categories of subjects as applicable.
- Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- No dues to the University, Hostels, Libraries, NC etc. and
- No disciplinary action is pending against him.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of Six years.

General Instructions:

The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.

The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty School / Centres / Institutes located in University campus.

ORDINANCE - 34**Four-year Integrated Teacher Education Programme (ITEP)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch

Title of the Degree : Four-year Integrated Teacher Education Programme (ITEP)
 Name of Faculty : Faculty of Education & Physical Education
 Course Name : ITEP
 Duration of the Course : 4 years (8 semesters)

Eligibility For Admission:**For Degree (1st year) (Regular):**

Candidates who have passed duly recognized following examination:

Final examination of the 10+2 (at least 33%) of MP Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

10+2 (at least 33%) Vocational Examination by any recognized Central / State Board Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCTE / other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Eligibility for Admission to NRI / other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government:

Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview.

Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

Academic cycle / year:

There will be one / two academic cycle for these courses every year like Summer & Winter as decided by the University.

Course Structure:

The Course structure of Degree (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc.

Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. No dues to the University, Hostels, Libraries, NC etc. and
- e. No disciplinary action is pending against him.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of Six years.

General Instructions:

The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.

The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

ORDINANCE - 35**Master of Education (M.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch

Faculty of Education and Physical Education shall offer following Post Graduate Program:

Master of Education (M.Ed.)

1. The University shall offer above courses as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
2. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
3. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
4. Admission:

The eligibility for admission to the first year of M.Ed. Courses shall be B.Ed. / B.A.B.Ed. / B.Sc.B.Ed. / B.El.Ed. /ITEP with an undergraduate degree with percentage marks as per NCTE guidelines. Admissions shall be made on the merit of the marks obtained in the qualifying examination and the entrance examination or any other selection process as per the policy of the Central / State Government / University / UT Administration. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

5. The Teaching Scheme:
The curriculum shall include theory (core and specialization) courses, practicum, internship and attachment. The programme implementation and assessment shall be as prescribed by the NCTE.

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Council. The course must be designed to provide opportunities for students to extend as well as deepen their understanding of Education, specialize in selected areas, develop research capabilities leading to specialization in either elementary or secondary education. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

6. The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc

Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. No dues to the University, Hostels, Libraries, NC etc. and
- e. No disciplinary action is pending against him.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

General Instructions:

The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.

The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

ORDINANCE - 36**Diploma courses****Diploma, Certificate & Advance Diploma Courses in Various Vocational & Technical Trades, and in Numerous Job Oriented Skills Including Soft Skill**

33.1.1.1. Preamble: The Certificate, Diploma & Advance Diploma courses for skill up gradation training in various vocational & technical trades and in numerous skills including soft skills with the aim to generate more employability by providing specific knowledge and practices in the subject with an important component of entrepreneurship in all its programmes. Keeping in view the needs of target group, the thrust is on providing more vocational and community oriented courses. These courses cover almost all sectors of the society not only in the technical & engineering context but also in entrepreneurship development. Surely these courses will promote job employability as well as self-employment and make people technically sound and job providers in spite of job seekers. The Honorable President of India observed in the 78th Conference of Association of Indian Universities:

"Can the Universities, as part of their programme, impart training to the students in computer hardware, computer software, electrical/electronic / mechanical maintenance, re-conditioning of agricultural implements etc. and provide a Certificate or Diploma, depending upon their proficiency. This may provide immediate employment potential to the graduates."

It is obvious that the focus of the Honorable President was on employment generation through high end technology, which is also envisaged in these courses.

33.1.1.2. Course & Faculty:

2.1) This ordinance shall be applicable to the Certificate, Diploma & Advance Diploma courses in various Vocational & Technical trades and in numerous job oriented skills including soft skills. These programmes are offered by concerned Faculty approved by the Board of Studies and Academic Council.

a) The Certificate, Diploma & Advance Diploma courses can be offered under this ordinance on the recommendations of the concerned Board of Studies.

2.2) The ordinance shall be applicable to all the University teaching departments/Institutes /Schools/centres/ research centres/ extension centres/ training centres of this University.

2.3) More number of the various programmes on the above titles can be offered under this ordinance on the recommendations of the various Board of Studies from time to time in all concerned and relevant fields/ areas of knowledges.

33.1.1.3. Duration:

The duration of these courses of study shall extend over four weeks to fifty two weeks (One Months to Twelve Months duration). A table of few identified courses with their name, eligibility and duration is enclosed.

33.1.1.4. Intake:

The intake for each of these courses shall be decided by the concerned Board of Studies and approved by Board of Management of the University from time to time, duly approved by the regulatory body.

33.1.1.5. Academic Year:

5.1) Normally these programmes will be offered in various academic cycles, every year depending upon the nature & duration of each programme/course.

5.2) These programmes can also be offered at any suitable time by the concerned departments as and when the infrastructure and faculty & supporting staff is available. These programmes can also be offered at special request of group of a People/ Community and in collaboration from government departments / industries / other organizations as per their specific need, the new modules/courses shall also be prepared along with suitability of timing & duration.

33.1.1.6. Eligibility:

Candidates seeking admission to these courses must have the required qualification as decided by the concerned Board of Studies/Departments of the University for each Course. A table of few identified courses with their name, eligibility and duration is enclosed.

33.1.1.7. Admission Procedure:

Admission under these courses will be made as follows :

a)The University will issue admission notifications in news papers, on the university's website, notice board of the University and in other publicity media before the start of every cycle.

b)List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

c)The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

d)If a candidate admitted provisionally under (c) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

e)The application form may be rejected due to any of the following reasons:

- The candidate does not fulfill the eligibility conditions
- The prescribed fees is not enclosed.
- The application form is not signed by the candidate and his/her parent guardian, wherever required.

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Dr. Anil Kumar Sharma

F) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

33.1.1.8. Course Structure:

8.1) The Certificate, Diploma & Advance Diploma courses in various Vocational & Technical trades and in numerous job oriented skills including soft skills shall consist of:

- a) Such courses (papers) as prescribed by the Gyanodaya University
- b) Such Job internship, lab work, practical, in-planting training, projects, etc. as much be prescribed by the University and
- c) Such scheme of examination as prescribed, by the University from time to time.

8.2) The course curriculum of each course shall be based on recommendations of the Board of Studies of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or Examination & Evaluation scheme of the course after the due approval of Vice Chancellor.

8.3) If required in a programme a student shall be required to submit a project report based on the areas of his / her specialization/interest/ assigned work. The project report certified by the concerned organization and the concerned coordinator/teacher shall be submitted in one copy to the University for evaluation.

33.1.1.9. Medium of Instructions and Examinations:

The medium of instructions and examinations shall be either Hindi or English.

33.1.1.10. Examination Scheme:

10.1) No candidate shall be allowed to appear in Examination unless one has:

- i) Attended at least 75% of lectures / practical delivered.
- ii) Paid all the fees due
- iii) Obtained 'No Dues' certificate from the concerned Department/Schools/Centres.
- iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- v) Received in-plant training as prescribed by the Director/ Head/ Principal.
- vi) No disciplinary action is pending against him/her.

10.2) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

b) Main examination will carry 70 percent marks,

c) For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory. practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.

d) There will be an external examiner to evaluate the project report, if any. The minimum passing marks for project work will be 40%.

10.3) Each Certificate program shall have One theory and One Practical Paper. The Diploma/ Advance Diploma Courses may have more than one theory / practical papers that are decided by the concerned Board of Studies for each course.

33.1.1.11. Allocation of Division and Grace Marks:

11.1) Division shall be awarded only after the final examination, based on integrated performance of the candidate in all the components of examinations of the course.

The Division shall be awarded on the basis of Marks obtained in all the components of the every examination of the course.

60% or above - First Division

50% or above but less than 60% - Second Division

Above 40% but less than 50% - Third Division

11.2) If a student fails in any subject in the examination, then a maximum of five marks shall be given to student as Vice-Chancellor Grace Marks, likewise a student shall be given a maximum of five marks for his division improvement.

33.1.1.12. Award of Advance Diploma/Diploma/Certificate: A student shall be declared to be eligible for award of the Advance diploma/ Diploma/ Certificate in the concerned field/area of the studies if, he/ she has:

a) Registered and successfully completed all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work and other Assignments etc. whichever applicable for the concerned examinations.

b) Successfully completed and passed all concerned examinations with minimum prescribed passing marks as per the provisions made for this purpose.

c) Secured a minimum 40% in aggregate. However the award of the Division/Class shall be as per provisions made for this purpose.

33.1.1.13. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of concerned certificate/diploma/advance diploma programme within a maximum period of double of their minimum prescribed duration from the session of first admission.

34. General:

14.1) In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances, regulations and directives of the University. Along with the general rules & regulations and specific provisions, if any also, so far as they are not inconsistent with the provisions of this ordinance.

14.2) The admission to these Courses/programme shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

14.3) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

14.4) For matters not covered in this specific ordinance, General rules, regulations and directives of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.

ORDINANCE -37**Bachelor of Vocational Studies (B.Voc)****3 - Years Under Graduate Degree Programme In Various Streams of Vocational Studies**

1. **Title of the Degree** - Bachelor of Vocation (B.Voc)
2. **Name of Faculty / School** - Faculty of Vocational Studies / School of Vocational Studies.
3. **Course Applicability** -

3.1.3 - Years Bachelor of Vocation (B.Voc) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2. The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

3.3. Name of the Faculty/ Board of Studies is Faculty of Vocational Studies and the Department shall be School of Vocational Studies.

3.4. The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4. Eligibility For Admission:

Candidate who have passed duly recognized following examination:-

- i) The minimum qualification for admission shall be 10+2 pass from a recognized Board (PCM is compulsory for Engineering courses, and stream for Non- Engineering Courses).
 - ii) Candidate who has qualified Certificate Level 4 from any Recognized Technical/ Skill/ Vocational board is also eligible for admission to relevant B.Voc course.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
 - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5. Admission Procedure -

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6. Specialization Distribution -

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7. Number of Seats -

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8. Duration & Commencement -

1. Scheduled period for the completion of the Program is 3 years.
2. Maximum duration of Program completion is 6 years.
3. Each Academic year shall comprise of 2 semesters each.
4. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
5. Each semester shall be spread over not less than 90 teaching days.
6. Ten day vacation as semester break shall be granted to the students between two semesters.

9. Course Structure -

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10. Fee Structure -

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11. Medium of Instruction -

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

12. Attendance -

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13. Examination—

1. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic council.
2. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

14. Eligibility for Degree - Eligibility for Award of the (B. Voc) Degree-

1. Student shall be declared eligible for the award of the Three year (B.Voc) Degree, if he/she fulfils all requirements set by Regulatory Authority.
2. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
3. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
4. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
5. No disciplinary action is pending against him/ her.

15. General Instruction –

1. The admission to the (B.Voc Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
2. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
3. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.

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4. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
16. The list of various specializations of (B.Voc) courses shall include the current courses/programme as well as proposed in future. However, all (B. Voc) programmes with various specialisations at present & in future shall run and governed through this ordinance.
17. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
18. In future, more number of Three Year (B.Voc) Degree Programmes/Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
19. This Ordinance shall be applicable to all Three Year (B.Voc) Degree Programmes/ Courses in the area of Vocational Studies, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE – 38**Master of Vocational Studies (M.Voc)****2 - Years Post Graduate Degree Programme in Various Streams of Vocational Studies****1. Title of the Degree - Master of Vocation (M.Voc)****2. Name of Faculty / School - Faculty of Vocational Studies / School of Vocational Studies.****3. Course Applicability -**

3.1 2 - Years Bachelor of Vocation (M.Voc) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

3.3) Name of the Faculty/ Board of Studies is Faculty of Vocational Studies and the Department shall be School of Vocational Studies.

3.4) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4. Eligibility For Admission:

Candidate who have passed duly recognized following examination:-

- i) B. Voc./ Graduate in any discipline from any recognized University, with minimum marks as prescribed by concerned regulatory authority/council.
 - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
 - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5. Admission Procedure -

Admissions shall take place on the criteria approved by the Admission Committee and

Vice Chancellor.

6. Specialization Distribution -

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7. Number of Seats -

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8. Duration & Commencement -

- i. Scheduled period for the completion of the Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

9. Course Structure -

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10. Fee Structure -

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11. Medium of Instruction -

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

12. Attendance -

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13. Examination -

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

14. Eligibility for Degree - Eligibility for Award of the (M.Voc) Degree-

- i. Student shall be declared eligible for the award of the Two year (M.Voc) Degree, if he/she fulfils all requirements set by Regulatory Authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/ her.

15. General Instruction -

- i. The admission to the (M.Voc) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

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16. The list of various specializations of (M.Voc) courses shall include the current courses/programme as well as proposed in future. However, all (M.Voc) programmes with various specializations at present & in future shall run and governed through this ordinance.
 17. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
 18. In future, more number of Two Year (M.Voc) Degree Programmes/Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
 19. This Ordinance shall be applicable to all Two Year (M.Voc) Degree Programmes/ Courses in the area of Vocational Studies, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE – 39**BACHELOR OF ARTS IN DEFENCE AND STRATEGIC STUDIES**

1. Title of the Award : Bachelor of Arts (Defence and Strategic Studies)
2. Name of Faculty : Faculty of Defence Studies
3. Course Name : Bachelor of Arts (Defence and Strategic Studies)
4. Duration of the Course : 2 Years (4 semesters)

5. Eligibility for Admission:

Students who have passed the 12th examination or any other equivalent examination in any stream from a recognized board will be eligible to take undergraduate/bachelor's program.

Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

6. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

7. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

8. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

9. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

10. Medium of Instruction and Examination:

The medium of instruction and examination shall be English

11. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

12. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

13. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B.A. ordinarily within a maxim period of 4 years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

14. General Instruction:

i. For matters not covered in this specific ordinance, general rules and regulations of Gyanodaya University regarding specific courses are applicable. In other matters, the Board of Management of Gyanodaya University shall be competent to take any decision.

ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE - 40**BACHELOR OF SCIENCE IN DEFENCE AND STRATEGIC STUDIES**

1. Title of the Award : Bachelor of Science (Defence and Strategic Studies)
2. Name of Faculty : Faculty of Defence Studies
3. Course Name : Bachelor of Science (Defence and Strategic Studies)
4. Duration of the Course : 3 Years (6 semesters)

5. Eligibility for Admission:

Students who have passed the 12th examination or any other equivalent examination in any stream from a recognized board will be eligible to take undergraduate/bachelor's program.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

9. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

11. Medium of Instruction and Examination:

The medium of instruction and examination shall be English

12. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit credit system as recommended by the concerned Board of Studies from time to time. Vice Chancellor

13. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

14. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B.Sc. ordinarily within a maximum period of 5 years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

15. General Instruction:

- i. For matters not covered in this specific ordinance, general rules and regulations of GyanodayaUniversity regarding specific courses are applicable. In other matters, the Board of Management of GyanodayaUniversity shall be competent to take any decision.
- ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE - 41**MASTER OF ARTS IN DEFENCE AND STRATEGIC STUDIES**

1. Title of the Award : Master of Arts (Defence and Strategic Studies)
2. Name of Faculty : Faculty of Defence Studies
3. Course Name : M.A. in Defence and Strategic Studies
: M.A. in Defence and National Security Studies
4. Duration of the Course: : 2 years (4 semesters)

5. Eligibility for Admission:

Student passed graduation or any other equivalent examination in any stream from a recognized University will be eligible to take admission in the Master / post-graduation program.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

9. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

11. Medium of Instruction and Examination:

The medium of instruction and examination shall be English

12. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

13. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

14. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.A in Defence studies ordinarily within a maxim period of 4 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

15. General Instruction:

- i. For matters not covered in this specific ordinance, general rules and regulations of Gyanodaya University regarding specific courses are applicable. In other matters, the Board of Management of Gyanodaya University shall be competent to take any decision.
- ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE - 42**Master of Science in Defence and Strategic Studies**

1. Degree Title : Master of Science (Defence and Strategic Studies)
2. Name of Faculty : Faculty of Defence Studies
3. Course Name : M.Sc. in Defence and Strategic Studies
4. Duration of the Course: : 2 years (4 semesters)

5. Eligibility for Admission:

Student passed graduation or any other equivalent examination in any stream from a recognized University will be eligible to take admission in the Master / post-graduation program.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

9. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

11. Medium of Instruction and Examination:

The medium of instruction and examination shall be English

12. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

13. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

14. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.Sc. in Defence studies ordinarily within a maxim period of 4 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

15. General Instruction:

- i. For matters not covered in this specific ordinance, general rules and regulations of GyanodayaUniversity regarding specific courses are applicable. In other matters, the Board of Management of Gyanodaya University shall be competent to take any decision.
- ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO. 43
BACHELOR OF NATUROPATHY & YOGIC SCIENCE (BNYS)
5½ - YEARS BACHELOR DEGREE PROGRAMME

- 1) **Title of the Degree – Bachelor of Naturopathy & Yogic Science (BNYS)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Naturopathy & Yogic Sciences.**
- 3) **Course Applicability –**

3.1) **5½ - Years Bachelor of Naturopathy & Yogic Science (BNYS),** Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

i) Eligibility For Admission :

Candidate who have passed duly recognized following examination:-

i) **Passing of higher secondary school certificate Examination 10+2 with Sciences (PCB)** from any recognized board with minimum pass marks as prescribed by the concerned authority/ council.

• Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.

• Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) Branch/Specialization Distribution –

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) Number of Seats –

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) Duration & Commencement –

- i. Scheduled period of the B.N.Y.S. Course - $4\frac{1}{2}$ years + 1 year Internship = $5\frac{1}{2}$ year, based on annual exam system (Last academic year of the program will be of $1\frac{1}{2}$ year)
- ii. Maximum duration of Program completion is 9 years.
- iii. The Programs shall generally commence in July/August every year. Barring exceptional circumstances.
- iv. Each year shall be spread over not less than 180 teaching days.
- v. Ten day vacation after half yearly examination shall be granted to the students

9) Course Structure –

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11) Medium of Instruction –

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

12) Attendance –

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13) Examination –

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

4) Eligibility for Degree – Eligibility for Award of the BNYS, Degree-

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

15) General Instruction –

- i. The admission to the BNYS, Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, webinars etc.
- 7) These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Naturopathy & Yogic Sciences**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 8) In future, more branches/ specializations/ courses/ programmes of BNYS, can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 9) This Ordinance shall be applicable to **BNYS Courses/ Programme in Naturopathy & Yogic Science** and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE – 44**Bachelor of Laws LL.B. (Honours)****1. AIMS AND OBJECTIVES:**

Gyanodaya University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LL.B.(Hons.) Program has the following Aim and Objectives:-

1.1 AIMS

The aim of LL.B.(Hons.) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

1.2 OBJECTIVES

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

2. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of then Bachelor of Law LL.B.(Hons.)

3. COURSE & FACULTY

3.1 This ordinance shall be applicable to the Bachelor of Law (abbreviated LL.B.(Hons.) an undergraduate, or bachelor degree in law of three years duration. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.

3.2 This course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI therefore.

4. DURATION:

The Duration of the Degree of Bachelor of law LL.B.(Hons.) shall comprise a course of study spread over a period of three academic years (six semesters) and candidate will have to be a full time student.

5. INTAKE AND FEES:

- 5.1- The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 5.2 No candidate shall be admitted to second/ third/ Fourth/ Fifth/ Sixth semester on transfer unless the same course of study is prescribed in transferring university and prior opinion of Dean/ Head of the Department is obtained.
- 5.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

6. ACADEMIC YEAR:

There will be two academic cycles every year, one from July to December and second from January to June

7. ELIGIBILITY FOR ADMISSION:

- 7.1 Candidates seeking admission to the three year LL.B.(Hons.) course must have passed the Bachelor's Degree examination in any subjects or an equivalent examination and secure the aggregate marks/ grade not less than 45% of total marks or equal in all the core subjects and English Language put together.
 - 7.1.1 Eligibility and age for admission in LL.B.(Hons.). Degree will be as per prevailing norms of BCI.
 - 7.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / regulatory body/as per BCI norms.
- 7.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in LL.B.(Hons.). Course. They will have to provide proof of passing the examination within reasonable time from the date of admission.

8. ADMISSION PROCEDURE:

Admission under this course will be made as follows:

- 8.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 8.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.

- 8.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 8.4 If a candidate admitted provisionally under (8.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 8.5 The application form may be rejected due to any of the following reasons:
- 8.5.1 The candidate does not fulfill the eligibility conditions.
 - 8.5.2 The prescribed fess is not deposited.
 - 8.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 8.5.4 Supporting documents for admission are not enclosed.
- 8.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 8.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

9. COURSE STRUCTURE

- 9.1 The LL.B.(Hons.). course in semester system shall consist of:
- 9.1.1 Such courses (papers) as prescribed by the University.
 - 9.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
 - 9.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 9.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 9.3 Each semester course shall be conducted in not less than 18 weeks with not less than as per BCI norms including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with oncology sub clinical speciality with minimum 1 year teaching experience or Post Basic Diploma in oncology nursing with 2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Gyanodaya University, Neemuch.

15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.

Teaching Theory & Clinical practice	42 weeks
Internship	4 weeks
Examination (Including preparation)	2 weeks
Vacation	2 weeks
Public holidays	2 weeks
	<u>52 weeks</u>

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical Nursing – I (Inclusive of foundation courses)	155 Hours	Integrated Clinical Practice 1280 Hours
2. Clinical Nursing – II	155 Hours	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics		
I. Supervision and management	30 Hours	
II. Clinical Teaching	30 Hours	
III. Elementary Research & Statistics	30 Hours	
4. Internship		160 Hours
TOTAL	400 Hours	1440 Hours

Hours distribution for theory and practice	12 weeks x 40 hours/week =1680 hours
Block classes	4 weeks x 40 hours/week =160 hours

Integrated theory & clinical practice	38 weeks X 40 hours / week = 1520 hours
(Theory 400 hrs)*	Theory 6 hours/week =38 weeks x hours/week =228 hours
Clinical experience	34 hours/weeks 38 weeks x 34 hours/week =1292 hours
Internship:	4 weeks x 40 hours =160 hours

16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The students should be posted in oncology units.

1	Medical Oncology ward/ICU including Bone marrow Transplantation Unit	8 Weeks
2	Surgical Oncology ward/ICU	8 Weeks
3	Operation Theatre	2 Weeks
4	Radiotherapy Unit	4 Weeks
5	Chemotherapy Unit	4 Weeks
6	Out Patient Department & Paint Clinic	4 Weeks
7	Community Oncology	2 Weeks
8	Pediatric Oncology-ward, ICU	2 Weeks
9	Palliative Care Ward	2 Weeks
10	Hospice	2 Weeks

ORDINANCE - 45**Bachelor of Arts and Bachelor of Laws (B.A.LL.B. Honours)****1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Laws B.A.LL.B (Hons.). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 Course shall be so ever run-on Semester System as per BCI Norms.
- 1.3 This Course shall be run by the faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.A.LL.B (Hons.).course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

2 AIMS AND OBJECTIVES:

Gyanodaya University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.A.LL.B (Hons.).Program has the following Aim and Objectives:-

2.1 AIMS

The aim of B.A.LL.B (Hons.).Program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

2.2 OBJECTIVES

The broad objectives of the B.A.LL.B (Hons.) Program are as follows:

- 2.2.A To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists Advocates, Law fraternity and any other relevant profession at the completion of the program.
- 2.2.B To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.

2.2.C To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.

2.2.D To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

3 ELIGIBILITY FOR THE DEGREE:

- a) A Candidate shall be eligible for the degree of Bachelor of Arts and Bachelor of Laws, BALLB (Hons) when he has undergone the prescribed course of study for a period of not less than five years in the Institution and has passed the requisite examination in all the subjects.
- b) The maximum period to this course should not exceed 8 years.

4 APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor of Arts and Bachelor of Laws B.A.LL.B (Hons.)

5 DURATION:

The Duration of the Integrated Bachelor of Arts and Bachelor of Laws B.A.LL.B(Hons.) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

6 INTAKE AND FEES:

- 6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of Madhya Pradesh.

7 ACADEMIC YEAR:

There will be two academic cycles every year, one from July to December and second from January to June.

8 ELIGIBILITY FOR ADMISSION:

- 8.1 Candidates seeking admission to the B.A.LL.B (Hons.) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI students can be admitted as per applicable norms.

8.1.A Eligibility and age for admission in B.A.LL.B(Hons.) degree will be as per prevailing norms of BCI from time to time.

8.1.B The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.A.LL.B(Hons.) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

9 ADMISSION PROCEDURE:

Admission under this course will be made as follows:

9.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.

9.2 List of candidates provisionally selected for admission / shortlisted based on merit/ Entrance Examination marks or direct will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.

9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.

9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

9.5 The application form may be rejected due to any of the following reasons:

9.5.A The candidate does not fulfil the eligibility conditions.

9.5.B The prescribed fess is not deposited.

9.5.C The application form is not signed by the candidate and his/her parent guardian, wherever required.

9.5.D Supporting documents for admission are not enclosed.

9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

10 COURSE STRUCTURE:

- 10.1 The B.A.LL.B(Hons.) course in semester system shall consist of:
- 10.1.A Such courses (papers) as prescribed by the University.
 - 10.1.B Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
 - 10.1.C Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.
- 10.4 Compulsory paper and clinical paper will be as per BCI norms.

11 MEDIUM OF INSTRUCTION:

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

12 EXAMINATION SCHEME:

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
- 12.1.A Attended at least 75% of lectures/ practical delivered or as per University Policy.
 - 12.1.B Paid all the fees due
 - 12.1.C Obtained 'No Dues' certificate from the concerned Department / Institute / College.
 - 12.1.D Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
 - 12.1.E Received in-plant training as perceived by the Director / Head / Principal.
- Clause (12.1.1) shall not be applicable to Ex-Student candidates.

Scheme of examination shall be as prescribed by BCI and the University from time to time.

12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.3 Examinations will be conducted by the Gyanodaya University, Neemuch in the months notified as follows:

1	1 st Year	Two Semester
2	2 nd Year	Two Semester
3	3 rd Year	Two Semester
4	4 th Year	Two Semester
5	5 th Year	Two Semester

- Examinations shall be in theory and practical training as stipulated.
- A candidate will be permitted to appear for the examination only if:
 - d) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training- course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the lectures in the aggregate for the semester or the annual examination as the case may be.
 - e) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
 - f) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20
2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

- c) There will be an external examiner to evaluate the project report. Candidates should obtain Grade D to qualify in project work external examination.
- d) CGPA of 5.0 is required at the end of Semester.

13 Rules for award of grades

- f) After the evaluation, only grades should be allotted to the students for the Degree courses.
- g) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each paper.
- h) There shall be a 10-Point Absolute Grading System for grading in each head of passing. The system shall have seven, the highest being 10.
- i) The credits specified for B.A. LL.B.(HONS.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- j) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

Range of marks for Absolute Grading

THE GRADING SYSTEM UNDER

Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good

5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrollment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.

C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

d) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.

e) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.

f) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the

(B.A. L.L.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A. L.L.B. (Integrated) first to final year examination i.e. all ten semester as under.

ALLOCATION OF GRADES

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

14 PROMOTION RULES:

- 14.1 The minimum passing marks in each, paper shall be 4 letter grade and passing marks in aggregate shall be 5.0 letter grade of that semester examination.
- 14.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 14.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 14.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 14.5 No candidates shall be declared to have cleared the final B.A.LL.B(Hons.) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.A.LL.B(Hons.) Semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.A.LL.B(Hons.) examinations in the year in which he / she fully clears all the previous semester examination.
- 14.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 14.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 14.8 The subjects and paper for each year of B.A.LL.B(Hons.) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment.

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internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.

14.9 The minimum passing marks in each year's examination shall be 5.0 letter grade in the aggregate of all the paper and 4.0 letter grade in each individual paper. Division to successful candidate for the B.A.LL.B(Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A.LL.B(Hons.) first to final year examination i.e. all ten semester as under.

14.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.A.LL.B(Hons.) examination shall have answering questions though the medium of English/Hindi/as per syllabus prescribed.

15 MERIT LISTS:

Merit list will be prepared in the order of merit which shall be declared at the end of the final semester as per university norms. i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt and merit holder will be one who has passed without any break in any semester.

16 MAXIMUM DURATION OF COMPLETION OF COURSE:

The maximum duration of the course shall be eight years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

17 REVALUATION:

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an external examiner other than the first one.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

18 PROGRAM OUTCOMES:

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

19) CANCELLATION OF ADMISSION:

19.1 Admission of a student may be cancelled under following grounds:

19.1.A At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.

19.1.B Failing to complete the course within eight years of commencement of the course.

19.1.C Involvement in gross indiscipline in the University.

20 GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE -46**Bachelor of Management and Bachelor of Laws (B.B.A.LL.B. Honours)****1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Management and Bachelor of Laws B.B.A.LL.B. (Hons.) . The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 Course shall be so ever run on Semester System as per BCI Norms.
- 1.3 This Course shall be run by the faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.B.A.LL.B. (Hons.) shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

2 AIMS AND OBJECTIVES:

Gyanodaya University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.B.A.LL.B.(Hons.) Program has the following Aim and Objectives:-

2.1 AIMS

The aim of B.B.A.LL.B.(Hons.) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

2.2 OBJECTIVES

The broad objectives of the B.B.A.LL.B.(Hons.) program are as follows:

- 2.2.A To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists Advocates, Law fraternity and any other relevant profession at the completion of the program.
- 2.2.B To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.

2.2.C To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.

2.2.D To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

3 ELIGIBILITY FOR THE DEGREE:

- c) A Candidate shall be eligible for the degree of Bachelor of Management & Bachelor of laws, B.B.A.LL.B. (Hons.) When he has undergone the prescribed course of study for a period of not less than five years in the Institution and has passed the requisite examination in all the subjects.
- d) The maximum period to this course should not exceed 8 years.

4 APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor of Business Administration and Bachelor of Laws B.B.A.LL.B. (Hons.)

5 DURATION:

The Duration of the Integrated Degree of Bachelor of law B.B.A.LL.B.(Hons.) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

6 INTAKE AND FEES:

- 6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of Madhya Pradesh.

7 ACADEMIC YEAR:

There will be two academic cycles every year, One from July to December and second from January to June .

8 ELIGIBILITY FOR ADMISSION:

- 8.1 Candidates seeking admission to the B.B.A.LL.B. (Hons.) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary ~~Vice-Chance~~

Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI students can be admitted as per applicable norms.

8.1.A Eligibility and age for admission in B.B.A.LL.B. (Hons.) degree will be as per prevailing norms of BCI from time to time.

8.1.B The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.B.A.LL.B. (Hons.) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

9 ADMISSION PROCEDURE:

Admission under this course will be made as follows:

9.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.

9.2 List of candidates provisionally selected for admission / shortlisted based on merit/ Entrance Examination marks or direct will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.

9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.

9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

9.5 The application form may be rejected due to any of the following reasons:

9.5.A The candidate does not fulfill the eligibility conditions.

9.5.B The prescribed fee is not deposited.

9.5.C The application form is not signed by the candidate and his/her parent guardian, wherever required.

9.5.D Supporting documents for admission are not enclosed.

9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

10 COURSE STRUCTURE:

10.1 The B.B.A.LL.B (Hons.) course in semester system shall consist of:

10.1.A Such courses (papers) as prescribed by the University.

10.1.B Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.

10.1.C Such scheme of examination as prescribed, by the University from time to time.

10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

11 MEDIUM OF INSTRUCTION:

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

12 EXAMINATION SCHEME:

12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

12.1.A Attended at least 75% of lectures/ practical delivered or as per University Policy.

12.1.B Paid all the fees due

12.1.C Obtained 'No Dues' certificate from the concerned Department / Institute / College.

12.1.D Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

12.1.E Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

Scheme of examination shall be as prescribed by BCI and the University from time to time.

12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.3 Examinations will be conducted by the Gyanodaya University, Neemuch in the months notified as follows:

1	1 st Year	Two Semester
2	2 nd Year	Two Semester
3	3 rd Year	Two Semester
4	4 th Year	Two Semester
5	5 th Year	Two Semester

- Examinations shall be in theory and practical training as stipulated.
- A candidate will be permitted to appear for the examination only if:

g) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training- course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the lectures in the aggregate for the semester or the annual examination as the case may be.

h) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.

i) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20

2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

- e) There will be an external examiner to evaluate the project report. Candidates should obtain Grade D to qualify in project work external examination.
- f) CGPA of 5.0 is required at the end of Semester.

13 Rules for award of grades

- k) After the evaluation, only grades should be allotted to the students for the Degree courses.
- l) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each paper.
- m) There shall be a 10-Point Absolute Grading System for grading in each head of passing. The system shall have seven, the highest being 10.
- n) The credits specified for B.A. LL.B.(HONS.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- o) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

Range of marks for Absolute Grading

THE GRADING SYSTEM UNDER

Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good
5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrolment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.

C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

f. passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

- g) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.
- h) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.
- i) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the B.B.A.LL.B.. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A.LL.B.. (Integrated) first to final year examination i.e. all ten semester as under.

ALLOCATION OF GRADES

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

14 PROMOTION RULES:

- 14.1 The minimum passing marks in each, paper shall be 4 letter grade and passing marks in aggregate shall be 5.0 letter grade of that semester examination.
- 14.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 14.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 14.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 14.5 No candidates shall be declared to have cleared the final B.B.A.LL.B. (Hons.) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the final B.B.A.LL.B. (Hons.) examination shall be declared after the result of the previous semester.

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cleared the tenth and final B.B.A.LL.B. (Hons.) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.B.A.LL.B. (Hons.) examinations in the year in which he / she fully clears all the previous semester examination.

- 14.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 14.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 14.8 The subjects and paper for each year of B.B.A.LL.B. (Hons.) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 14.9 The minimum passing marks in each year's examination shall be 5.0 letter grade in the aggregate of all the paper and 4.0 letter grade in each individual paper. Division to successful candidate for the B.B.A.LL.B. (Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A.LL.B. (Hons.) first to final year examination i.e. all ten semester as under.
- 14.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B.A.LL.B. (Hons.) examination shall have answering questions though the medium of English/Hindi/as per syllabus prescribed.

15 MERIT LISTS:

Merit list of the candidates will be prepared in the order of merit which shall be declared at the end of the last as per university norms. i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt and merit holder will be one who has passed without any break in any semester.

16 MAXIMUM DURATION OF COMPLETION OF COURSE:

The maximum duration of the course shall be eight years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

17 REVALUATION:

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an external examiner other than the first one.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

18 PROGRAM OUTCOMES:

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

19 CANCELLATION OF ADMISSION:

19.1 Admission of a student may be cancelled under following grounds:

19.1.A At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.

19.1.B Failing to complete the course within eight years of commencement of the course.

19.1.C Involvement in gross indiscipline in the University.

20 GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE -47**Bachelor of Commerce and Bachelor of Laws (B.COM.LL.B. Honours)****1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of commerce and Bachelor of Laws B.Com.LL.B(Hons.) The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP; Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 Course shall be so ever run on Semester System as per BCI Norms.
- 1.3 This Course shall be run by the faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of commerce and Bachelor of Laws B.Com.LL.B(Hons.) course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

2. AIMS AND OBJECTIVES:

Gyanodaya University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.Com.LL.B(Hons.) Program has the following Aim and Objectives:-

2.1 AIMS

The aim of B.Com.LL.B(Hons.) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

2.2 OBJECTIVES

The broad objectives of the B.Com.LL.B(Hons.) program are as follows:

- ii. To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates, Law fraternity and any other relevant profession at the completion of the program.
- iii. To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.

- iv. To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.
- v. To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

3. ELIGIBILITY FOR THE DEGREE:

3.1 A Candidate shall be eligible for the degree of Bachelor of commerce and Bachelor of Laws, B.Com.LL.B(Hons.) When he has undergone the prescribed course of study for a period of not less than five years in the Institution and has passed the requisite examination in all the subjects.

- a) The maximum period to this course should not exceed 8 years.

4. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor of commerce and Bachelor of Laws B.Com.LL.B (Hons.).

5. DURATION:

The Duration of the Integrated Bachelor of commerce and Bachelor of Laws B.Com.LL.B(Hons.) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

6. INTAKE AND FEES:

- a. The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- b. The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of Madhya Pradesh.

7. ACADEMIC YEAR:

There will be two academic cycles every year, one from July to December and second from January to June.

8. ELIGIBILITY FOR ADMISSION:

- a. Candidates seeking admission to the B.Com.LL.B(Hons.) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% aggregate or an equivalent grade. NRI students can be admitted as per applicable norms.

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- i. Eligibility and age for admission in B.Com.LL.B(Hons.) degree will be as per prevailing norms of BCI from time to time.
 - ii. The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.
- b. Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.Com.LL.B(Hons.) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

9. ADMISSION PROCEDURE:

Admission under this course will be made as follows:

- a. The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- b. List of candidates provisionally selected for admission / shortlisted based on merit/ Entrance Examination marks or direct will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- c. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- d. If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e. The application form may be rejected due to any of the following reasons:
 - i. The candidate does not fulfill the eligibility conditions.
 - ii. The prescribed fess is not deposited.
 - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - iv. Supporting documents for admission are not enclosed.
- f. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

- g. Admission rules as framed by the University shall be applicable for all admissions from time to time.

10. COURSE STRUCTURE:

- a. The B.Com.LL.B(Hons.) course in semester system shall consist of:
- Such courses (papers) as prescribed by the University.
 - Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
 - Such scheme of examination as prescribed, by the University from time to time.
- b. The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- c. Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

11. MEDIUM OF INSTRUCTION:

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

12. EXAMINATION SCHEME:

- a. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures/ practical delivered or as per University Policy.
 - Paid all the fees due
 - Obtained 'No Dues' certificate from the concerned Department / Institute / College.
 - Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
 - Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

Scheme of examination shall be as prescribed by BCI and the University from time to time.

- b. Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- c. Examinations will be conducted by the Gyanodaya University, Neemuch in the months notified as follows:

1	1 st Year	Two Semester
2	2 nd Year	Two Semester
3	3 rd Year	Two Semester
4	4 th Year	Two Semester
5	5 th Year	Two Semester

- Examinations shall be in theory and practical training as stipulated.
- A candidate will be permitted to appear for the examination only if:
 - j) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training- course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the lectures in the aggregate for the semester or the annual examination as the case may be.
 - k) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
 - l) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20
2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

13. There will be an external examiner to evaluate the project report. Candidates should obtain Grade D to qualify in project work external examination.

14. CGPA of 5.0 is required at the end of Semester.

15. Rules for award of grades

- p) After the evaluation, only grades should be allotted to the students for the Degree courses.
- q) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each paper.
- r) There shall be a 10-Point Absolute Grading System for grading in each head of passing. The system shall have seven, the highest being 10.
- s) The credits specified for B.A. LL.B.(HONS.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- t) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

Range of marks for Absolute Grading

THE GRADING SYSTEM UNDER

Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good

5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrollment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.

C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

j) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.

k) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.

l) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the

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B.COM.LL.B.. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.COM.LL.B.. (Integrated) first to final year examination i.e. all ten semester as under.

ALLOCATION OF GRADES

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

16. PROMOTION RULES:

- a. The minimum passing marks in each, paper shall be 4 letter grade and passing marks in aggregate shall be 5.0 letter grade of that semester examination.
- b. A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- c. A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- d. A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- e. No candidates shall be declared to have cleared the final B.Com.LL.B(Hons.) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.Com.LL.B(Hons.) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.Com.LL.B(Hons.) examinations in the year in which he / she fully clears all the previous semester examination.
- f. The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g. A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- h. The subjects and paper for each year of B.Com.LL.B(Hons.) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the

allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.

- i. The minimum passing marks in each year's examination shall be 5.0 letter grade in the aggregate of all the paper and 4.0 letter grade in each individual paper. Division to successful candidate for the B.Com.LL.B(Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.Com.LL.B(Hons.) first to final year examination i.e. all ten semester as under.
- j. For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.Com.LL.B(Hons.) examination shall have answering questions though the medium of English/Hindi/as per syllabus prescribed.

17. MERIT LISTS:

Merit list of candidates will be prepared in the order of merit which shall be declared at the end of the last as per university norms. i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt and merit holder will be one who has passed without any break in any semester.

18. MAXIMUM DURATION OF COMPLETION OF COURSE:

The maximum duration of the course shall be eight years. However, one mercy attempt can be granted to students on the recommendation of board of studies by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

19. REVALUATION:

- a. Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- b. Revaluation shall be done by an external examiner other than the first one.
- c. Revaluation shall be permitted in any two theory papers only.
- d. Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions

20. PROGRAM OUTCOMES:

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to

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elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

21. CANCELLATION OF ADMISSION:

- a.** Admission of a student may be cancelled under following grounds:
- i.** At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
 - ii.** Failing to complete the course within eight years of commencement of the course.
 - iii.** Involvement in gross indiscipline in the University.

22. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE -48**Master of Laws (LLM)****(Two Year Degree Course)**

1. This Ordinance shall be applicable to candidates admitted to Master of Laws Two year postgraduate course in Faculty of Law. The degree in Master of Laws of Two year duration will be spread over four semesters. This course designated as Master of Laws (LL.M.) in respective specializations of Constitutional Law, Criminal Law, Business Law, Family Law, Environmental Law and Human Rights and Cyber and Security Law More specializations may be offered under the Ordinance no 1 on the recommendation of the Board of Management of the University as lay down by Bar Council of India.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

3. **Fee Structure**

a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.

b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

c. Fees once paid and if student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

(4. **Academic System- Examination**

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies/Bar Council, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- a. For admission in the above courses, the candidate shall have qualified in LL.B. or BALLB examination or equivalent examination of a recognized University. The admission will be on the basis of merit in the test and interview conducted by the University and other qualifications as decided by the Board of Management of the University.
- b. The admission in the course shall be done through an All India admission test conducted by the university or by other means as prescribed UGC guidelines for the eligible candidates.

Note:

- ☐ The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently able in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Course**

- a. There shall be at least 90 days of teaching in every Semester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- c. A candidate may provisionally continue to attend next higher semester, even if the result of qualifying semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission,
- d. The maximum duration of the course shall be four years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including the Class Room Teaching, Project Work, etc.

[Signature]
Vice-Chancellor

Assignment, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English and Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of District court.

ORDINANCE – 49**Two- Year Diploma in Pharmacy Programme**

[The Central Universities Act, 2009, Section 28 (I) (b)]

Diploma in Pharmacy (D.Pharm.) practical from academic year 2022-23 and onwards.

Program Title: Diploma in Pharmacy

Abbreviation: D.Pharm.

Type of Course: A two years Diploma course

Pattern: Yearly

Award of the Degree: A diploma will be awarded for those passing in both years as per rules and regulations.

1. DURATION OF THE PROGRAM:

The course duration shall be for two academic years, with each academic year spread over a period of not less than one hundred and eighty working days. A student admitted in Diploma in Pharmacy should complete the program of study in four years (total six attempts, i.e., 2 regular + 4 additional attempts six monthly in supplementary examination).

2. ELIGIBILITY FOR ADMISSION:

No candidate shall be admitted to Diploma in Pharmacy Part-I unless he/she had passed any of the following examinations in all the optional subjects and compulsory subjects (Physics, Chemistry, Biology and /or Mathematics including English as one of the Compulsory subjects):

- a) Intermediate examination in Science; The First Year of the three years degree course in Science; 10+2 Examination (Academic stream) in Science.
- b) Pre-degree examination; any other qualification approved by the Pharmacy Council of India as equivalent to any of the above exam.

Admission of candidates to the Diploma in Pharmacy Part-I shall be made in order of merit as per norms of university.

3. ELIGIBILITY FOR APPEARING IN EXAMINATION

- a) Eligibility for appearing at the Diploma in Pharmacy Part-I Examination: Only such candidates who produce-certificate from the Head of the Academic Institution in which he/she has undergone the Diploma in Pharmacy Part-I course, in proof of his/her having regularly and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each, shall be eligible for appearing at the Diploma in Pharmacy (Part-I) examination.

- b) **Eligibility for appearing at the Diploma in Pharmacy Part-II Examination:** Only such candidates who produce certificate from the Head of the academic institution in which he/she has undergone the Diploma in Pharmacy Part-II course, in proof of his/her having regularly and satisfactorily attending not less than 75% of the classes held both in theory and practical's separately in each subject, shall be eligible for appearing at the Diploma in Pharmacy (Part-II) examination.

4. GENERAL

- a) **Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II** shall include the courses as given in the Tables I & II (Annexure-I). The number of hours devoted to each subject for its teaching is given against columns 4 and 5 of the Tables I & II (Annexure-I). Theory and practical are to be considered as individual courses. D.Pharm. syllabus shall have the following structure in every course.

Scope: These are broader statements on the purpose of the course in the curriculum, key contents of the course that will contribute to the specific knowledge and or skill developments. The teacher is expected to orient the students about the scope of the particular course at the beginning and intermittently.

Course Objectives: The course objectives describe the key topics that are intended by the teacher to be covered in the course. In general, these are more specific than the scope and broader than the course outcomes. The teacher is expected to discuss the objectives of the course with the students and breakdown the course objectives into micro levels as objectives of a specific topic/objectives of a specific lecture, etc. Such an exercise shall make the students to understand the significance of the course/topic/lecture and enhance their attention on the course/topic/lecture.

Course Outcomes: The course outcomes are more specific than the course objectives describe that describe the abilities of the students to perform/act, upon successful completion of the course. Hence, conventionally the course outcomes are described with verbs that are measurable or observable actions. The teacher is expected to describe the desired outcomes of the particular course, so that the students shall understand the various assessment criteria, modalities, and parameters. This also serves as a broader guideline for the teachers for preparing the assessment plan. A well-structured assessment plan associated with the course outcomes shall enable to mapping with the professional competencies and their attainment levels that are attributed to the program outcomes.

Theory Courses: The theory courses basically provide concepts and explain the relationships between the concepts. Understanding of the theoretical courses enables the students to identify the problems in real life situation and make a plan for addressing such problems. Also, the theory course helps to understand

what is not known and thus is the tool for accumulation of knowledge. The syllabus of the theory courses has been systematically and logically described as different chapters and the minimum number of hours to be spent on teaching is mentioned chapter wise and course wise. The teachers shall further distribute the total hour's of any given chapter among the sub-topics as required by the subject matter.

Practical Courses: The practical courses are designed for applying the theoretical knowledge in the given experimental / simulated conditions. The practical courses deepen the understanding of the theories, develop the skills, hone professional competencies, provide opportunities to observe, think and analyses problem solving methods. Further, they help to gain experience with the real things in practice. The teachers shall train the students in actual / simulated practical conditions.

Tutorials: The purpose of the tutorial hour is typically to engage the students in smaller groups in order to pay a closer attention on their learning process. This is an opportunity for the students to complete their assignments, develop specific skills and discuss any problems in the study topics in a less formal way. During the tutorial hour, the students shall exchange their ideas within the small group, and learn to accept constructive criticism and listen to others. Also, the tutorial hour enables the teachers to closely monitor the progress of the individual student and provide additional academic support to individuals, if necessary.

Assignments; The purpose the assignment are to encourage the students for self-directed learning. Further, the assignments will provoke critical thinking; enhance the skill such as literature search, data mining, data interpretation, report formatting, time-management and written communication. This is also a mode of self assessment for the student about the level of understanding of the concepts of a particular course. The teachers shall apply their knowledge and wisdom in choosing the assignment topics at a micro level in alignment with the topics given in the syllabus. The assignments shall be evaluated against a set of criteria. A typical format for the assessment of an assignment is given in Appendix-I.

Field Visits: The purpose of field visits is to provide a real-world experience to the students. The field visits will help them to realize that what they learn within the walls of the classroom/laboratory can help them solve the problems they see in the world around them. Also, this is helpful to the teachers to widen their horizons of knowledge and broadening the scope of the syllabus. Every student shall submit a report describing their objectives, experience, learning points, etc. pertaining to the field trip, in the typical format given in Appendix-2.

Recommended Books: For each course, a list of recommended books is given in the syllabus. The list shall be considered as an important and common resource for the teaching-learning process, but not the complete list. It is always encouraged to use the latest edition of the books specified. Further, the

Practical Training: The goal of the practical training for the students is to provide a real-time, supervised experience on the professional tasks emphasized in their course of study. Further, it helps teachers and students are encouraged to explore more primary, secondary, and tertiary resources as required them to

ORDINANCE – 50**Bachelor of Pharmacy (B.Pharm)****1.0 GENERAL**

The Bachelor of Pharmacy (B.Pharm.) shall be a four years (eight semesters) degree programme, and three years (six semesters) degree programme for lateral entry students.

2.0 ADMISSION

The Admission to B.Pharm. degree programme shall take place on the basis of 2.1 and 2.2 as given below and/or Gazette notification issued by Government of Madhya Pradesh from time to time.

2.1 First year B. Pharm:

Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and /or Biology (P.C.B / P.C.M.B.) as optional subjects individually.

2.2. B. Pharm lateral entry (to third semester):

A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

3.0 STRUCTURE OF BACHELOR OF PHARMACY (B.PHARM.) PROGRAM

3.1 There shall be at least 100 days of teaching in every semester.

3.2 The curriculum and syllabi of the course shall be notified by the University from time to time.

3.3 **Course Description:** Course description shall consist of:

- i. Course Code
- ii. Title of the Course
- iii. Credits in the form of L-T-P
- iv. Course Objective, its Outcome and References
- v. Pre-requisites, co-requisites if any,
- vi. Syllabi
- vii. Reference books, if any

3.4 The medium of instruction and examination shall be English throughout the course of study. But a student can opt for Hindi provided that the option for medium of instruction and examination shall be made at the starting of program and shall remain Hindi throughout the program, a student shall not be allowed to change the medium of instruction and examination during the course.

4.0 ATTENDANCE REQUIREMENTS

4.1 All students must attend every lecture, tutorial and practical class. However, to account for late registration, sickness or other such contingencies, the attendance requirement will be a minimum of 80 % of the classes. Condonation shall be as per the examination general Ordinance. He can be condoned to 10% and a further 5% by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

4.2 Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial and practical class. The course coordinator will maintain and consolidate attendance record for the course (lectures, tutorials and practical(s) together, as applicable). Head of the Institute shall be responsible for maintaining the attendance records for the courses run by the institute.

5.0 EXAMINATIONS

5.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows:

(a) During First Year

First Semester B.Pharm. Examination, Second Semester B.Pharm. Examination

(b) During Second Year

Third semester B.Pharm. Examination, Fourth semester B.Pharm. Examination

(c) During Third Year

Fifth semester B.Pharm. Examination, Sixth semester B.Pharm. Examination

(d) During fourth Year

Seventh semester B.Pharm. Examination, Eighth semester B.Pharm. Examination

5.2 The semester examination will generally be held in Nov.-Dec. and May-June in each year.

5.3 At the end of every semester, a letter grade is awarded in each course.

5.4 Project Work:

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subject opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students).

5.5 Industrial Training (Desirable) :

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital after the Semester – VI and before the

commencement of Semester VII. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. The student shall submit a typed and bounded report of such work and certificate duly signed by the authority of training organization to the head of the institute.

5.6 Practice School:

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the programme committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the examinations of semester VII. The report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college Level and grade point shall be awarded.

5.7 Educational Study Tour(Desirable):

For B. Pharm. Sixth semester students, an educational study tour to visit important manufacturing organizations is desirable. All students will submit a typed and bounded tour report after the study tour duly signed by faculty in charge(s).

5.8 The practical examination will be conducted respectively on course basis by internal and duly appointed external examiner.

5.9 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, internal assignment, field work, seminars, quizzes, end- semester examinations etc. regularly, as proposed by respective Board of Studies from time to time.

5.10 Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm. programme if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination. Similarly, the student has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

5.11 Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 5.10, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

5.12 Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional examination component of the internal assessment. The re-conduct of the Sessional examination shall be completed before the commencement of next end semester theory examinations.

5.13 Re-examination of end semester examinations

Re-examination of end semester examination shall be conducted as per the schedule notified by the university from time to time.

5.14 Academic Progression

No student shall be admitted to any examination unless he/she fulfills the norms given in 4.1.

Academic progression rules are applicable as follows:-

- A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
- A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed. A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.
- A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 11.
- A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.
- A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 8.
- Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

6 AWARD OF GRADES

6.1 Sessional Examination:

Two Sessional examinations shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical Sessional examinations is given below. The preparation of Sessional Question paper will be responsibility of respective college(s). The average marks of two Sessional examinations shall be computed for internal assessment as per the requirements.

Sessional examination shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly, Sessional examination for practical shall be conducted for 40 marks and shall be computed for 10 marks.

Question paper pattern for Theory Sessional examinations

For subjects having University examination		
I. Multiple Choice Questions (MCQs) (Answer all 10 questions)	Each MCQs will carry 1 mark	$10 \times 1 = 10$
I. Long Answers (Answer 1 out of 2)	Each question will carry 10 marks	$10 \times 1 = 10$
III. Short Answers (Answer 2 out of 3) Total	Each question will carry 5 marks	$2 \times 5 = 10$
Total		30 marks

For subjects having Non University Examination

I. Long Answers (Answer 1 out of 2) = $1 \times 10 = 10$ Marks

II. Short Answers (Answer 4 out of 6) = $4 \times 5 = 20$ Marks

Total = 30 marks

Question paper pattern for practical sessional examinations

I. Synopsis		10 Marks
II. Experiment(s)		25 Marks
III. Viva voce		05 Marks
Total		40 Marks

6.2 Each student, registered for a non-university examination course, shall be awarded grade by the concerned faculty for the specific course. The grades shall be awarded on the basis of student's performance in various quiz/assignments/laboratory work/class work/sessional examinations and end semester examination (to be conducted by college(s)).

6.3 The distribution of weightage /marks for examination based courses shall be as mentioned below:

Theory Block			Practical Block	
1	Continuous mode (Quiz, assignment etc.)	10%	Continuous mode (Quiz, assignment, Lab work, Performance etc.)	30%
2	Internal assessment (Sessional Examinations)	15%	End Semester Examination	70%
3	End Semester Examination	75%		
	Total	100%	Total	100%

6.4 **Internal Assessment: Continuous mode**

The marks allocated for continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Scheme for awarding internal assessment: Continuous mode	
Theory	
Criteria	Maximum Marks
Attendance (Refer Table given below)	4
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3
Student Teacher interaction	3
Total	10
Practical	
Attendance (Refer Table given below)	2
Based on Practical Records, Regular viva voce, etc.	3
Total	5

Guidelines for the allotment of marks for attendance Percentage of Attendance

Percentage of Attendance	Theory	Practical
95-100	4	2
90-94	3	1.5
85-89	2	1
80-84	1	0.5
Less than 80	0	0

6.5 Letter Grade and Grade Point System

Each student, registered for a course, shall be awarded grade by the concerned faculty/faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, minor test and regularity. The grades to be used and their numerical equivalents are as under:

Grading System

Percentage of marks and performances Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

6.6 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding P_i grade point earned in the i^{th} subject, where $i = 1, 2, 3, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{i=1}^n SG_i NC_i}{\sum_{i=1}^n NC_i}$$

Where NC_i is the number of total credits offered in the j^{th} semester, SG_i is the SGPA earned in the j^{th} semester, where $j = 1, 2, 3, \dots, m$ are the number of semesters in that course.

6.7 Award of Division:

The student shall be awarded division at the end of B.Pharm. Semester VIII after passing all semesters, as per the table given below:

CGPA Score	Division
$7.5 \leq \text{CGPA}$	First division with Honors
$6.0 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.0$	Second Division

7 CONDONATION OF DEFICIENCY

- 7.1 Deficiency up to five marks can be condoned in any two of the subject (theory or practical) to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace).
- 7.2 The candidate whose distinction or first division is affected by 0.01 of CGPA shall be eligible for Condonation of 0.01 CGPA on behalf of the Vice-Chancellor for which the candidate has to apply separately.

8. DURATION FOR COMPLETION OF THE PROGRAM OF STUDY

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period.

9. RE-ADMISSION AFTER BREAK OF STUDY

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.

10. GENERAL

10.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not in consistent with the provisions of this ordinance.

10.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination as per the Statutory bodies norms.

10.3. In case the State Government/UGC/MPPURC/PCI and other statutory bodies release any guidelines regarding National Education Policy in future, then this ordinance will automatically cover under.

10.4. In case of any dispute, the matter shall be decided under the Jurisdiction of Madhya Pradesh.

10.5 The decision whether to award Grades or numbers shall rest with the BOM of the University.

ORDINANCE – 51**Master of Pharmacy****1. Short Title and Commencement:**

These regulations shall be called as "The Revised Regulations for the Master of Pharmacy (M. Pharm.) Degree Program — "Credit Based Semester System (CBSS)". They shall come into effect from the Academic Year 2021-22. The regulations framed are subject to modifications from time to time by the authorities of the university.

2. Minimum qualification for Admission:

2.1 Candidate should pass in B. Pharm. Degree examination of an Indian university established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55 % of the maximum marks (aggregate of 4 years of B. Pharm.) Candidates belonging to SC/ST categories will get relaxation as per the norms of State Government of Madhya Pradesh.

2.2 Applicants possessing valid GPAT score shall be given preference over to those candidates who do not possess GPAT score.

2.3 The admissions to M. Pharm. course shall be governed by the rules of the Technical Education and Skill Development Department, Government of Madhya Pradesh, Bhopal and/or any other competent authority authorized by the State government of Madhya Pradesh for this purpose.

2.4 Every student, selected for admission to post graduate pharmacy program should have obtained registration with the State Pharmacy Council or should obtain the same within one month from the date of his/her admission, failing which the admission of the candidate shall be cancelled.

Note: It is mandatory to submit a migration certificate obtained from the respective university where the candidate had passed his/her qualifying degree (B.Pharm.)

3. Duration of the program:

The program of study for M.Pharm. shall extend over a period for semesters (two academic years).

4. Medium of Instruction and examination:

Medium of instruction and examination shall be in English.

Working days in each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from the month of December/January to June / July in every calendar year.

5. Attendance and progress:

A Candidate is required to put in at least 80 % attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

6. Program/ Course credit structure:

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, practical classes, seminars, assignments, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week/per activity.

6.1 Credit assignment:

6.1.1 Theory and Laboratory courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week in that course. and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having four lectures per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2.

6.1.2 The contact hours of seminars, assignments and research work shall be treated as that of practical courses for the purpose of calculating credits. i.e., the contact hours shall be multiplied by 1/2. Similarly, the contact hours of journal club, research work presentations and discussions with the supervisor shall be considered as theory course and multiplied by 1.

7. Minimum credit requirement:

The minimum credit points required for the award of M. Pharm. degree is 95. However, based on the credit points earned by the students under the head of co-curricular activities, a student shall earn a maximum of 100 credit points. These credits are divided into Theory courses, Practical, Seminars, and Assignments. Research work, Discussions with the supervisor, Journal club and Co-Curricular activities over the duration of four semesters. The credits are distributed semester wise. Courses generally progress in sequence, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester-wise schedule of courses given in the syllabus.

8. Examinations/Assessments

8.1 End Semester Examination : The End Semester Examination for each theory and practical course through semester I to IV shall be conducted by the university except for the subject with asterix symbol (*) in table I and II for which examinations shall be conducted by the subject experts at college level and the marks/grades shall be submitted to the university

8.2 Internal assessment: Continuous mode:

The marks allocated for continuous mode internal assessment shall be awarded as per the scheme given below.

Table—1: Scheme for awarding internal assessment: Continuous mode

Theory	
Criteria	Maximum Marks
Attendance (Refer table—2)	8
Student – teacher interaction	2
Total	10
Practical	
Attendance (Refer table—2)	10
Based on practical Records, Regular viva voce, etc.	10
Total	20

Table—2: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95-100	8	10
90—94	6	7.5
85—89	4	5
80—84	2	2.5
Less than 80	0	0

8.2.1 Sessional Examinations:

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical sessional examinations is given in the table. The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in table.

9. Promotion and award of grade:

A Students shall be declared PASS and eligible for getting grade in a course of M. Pharm. Programme if he/she secures at least 50 % marks in that particular course including internal assessment.

10. Carry forward of marks:

In case a student fails to secure the minimum 50 % in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

11. Improvement of internal assessment:

A Student shall have the opportunity to improve his/her performance only once in the sessional examinations component of the internal assessment. The re-conduct of the sessional exam shall be completed before the commencement of next end semester theory examinations.

12. Re-Examination of end semester examinations:

Re –examinations of end semester examination shall be conducted as per the schedule given in table 3. The exact dates of examinations shall be notified from time to time.

Table – 3 Tentative Schedule of end semester examinations

Semester	For Regular candidates	For failed Candidates
I and III	November / December	May / June
II and IV	May / June	November / December

13. Allowed to keep terms (ATKT):

No students shall be admitted to any examination unless he/she fulfills the norms given in 6, i.e 80% attendance in theory and practical's. ATKT rules are applicable as follow:

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the Courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed 'and treated as one head for deciding ATKT. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

14. Grading of performances:

Letter grades and grade points allocations:

Based on the performances, each students shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in table – 4

Table – 4: letter grades and grade points equivalent to Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding

80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fare
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/ examinations in due course.

15. The Semester grade point average (SGPA):

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C₁, C₂, C₃ and C₄ and the student's grade points in these courses are G₁, G₂, G₃ and G₄, respectively, and then students* SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4}{C_1 + C_2 + C_3 + C_4}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example, if a learner has a F and ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 * \text{ZERO}}{C_1 + C_2 + C_3 + C_4}$$

16. Cumulative Grade Point Average (CGPA):

The CGPA is calculated with the SGPA of all the IV semesters to two decimal points, and is indicated in final grade report card/final transcript showing the grades of all IV semesters and their courses. The CGPA shall reflect the failed status in case of F

grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the failgrades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4}{C_1 + C_2 + C_3 + C_4}$$

Where C_1, C_2, C_3, \dots is the total number of credits for semester I, II, III.... And S_1, S_2, S_3, \dots is the SGPA of semester I, II, III,.....

17. Declaration of class:

The class shall be awarded on the basis of CGPA as follows:

First class with distinction: CGPA of 7.50 and above

First class: CGPA of 6.00 to 7.49

Second class: CGPA of 5.00 to 5.99.

18. Project work:

All the students shall undertake a project under the supervision of a teacher in Semester III and IV and submit a report. One copy of project report shall be submitted to university.

The external examiner appointed by the university shall evaluate the project at the time of Practical examinations in consultation with internal.

19. Award of Ranks:

Ranks and medals shall be awarded on the basis of final CGPA. However, candidates who fail in one of more courses during the M.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the M. Pharm program in minimum prescribed number of years, (two year) for the award of Ranks.

20. Award of degree:

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

21. Duration for completion of the program of study:

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

22. Revaluation/Retotaling of answer papers:

AS per the prevailing norm of University.

Condonation of Deficiency: One grace mark Will be given to the candidate who is either failing a semester or missing distinction/ first division by one mark, on behalf of the vice Chancellor in the M. Pharm. examination.

23. Re-admission after break of study:

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee. At any time of course a student can have a maximum break of two year only.

24. Not with standing anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of committee consisting of any or all the Dean/Director/Principal/Head of Department/Institutions/Constituent College/School. The decision of Vice Chancellor shall be final.

ORDINANCE - 52**Bachelor of Science B.Sc. (Nursing)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

The faculty of nursing shall offer B.Sc. Program in nursing as per details given below:

Admission to the B.Sc. (NURSING) course shall be made in accordance to the norms of Indian Nursing Council

Title of the Degree	: Bachelor of Science (Nursing)
Name of Faculty	: Faculty of Nursing
Duration of the Course	: 4 years

The duration of B.Sc. (Nursing) course shall be four years excluding internship of six months. The duration of each academic year of B.Sc. (Nursing) I, II, III, IV year shall be not less than 10 months.

Eligibility for Admission:

The minimum educational requirement shall be the passing of Higher Secondary Faculty Certificate Examination (10+2)

Or

Senior Faculty Certificate Examination (10+2), Pre degree Examination (10+2)

Or

An equivalent with 12 from a recognized Board or University with Science (Physics, Chemistry, Biology) and English (PCBE). The candidate who fulfils the aforesaid academic qualification for admission.

And

The minimum age shall be 17 years completed on or before Dec 17st of the year of admission. The admission in B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination. Candidate should be medically fit.

The reservation and relaxation for SC/ST Other categories shall be as per the rules of state Govt., whichever is applicable.

Eligibility for Admission to NRI / other privileged Candidates:

Non-resident Indian and Other Privileged candidate, shall be eligible for admission to these courses in accordance with the directives of Govt. of India and or State Government.

Branch Distribution

Admission to the particular branch of study shall be as decided by the University on the basis of counselling personal interview.

Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

Academic cycle/year

There will be one academic cycle for these courses every year.

Course Structure

The Bachelor degree in Nursing of four years course shall be designated as Basic Bachelor of Science in nursing in Short Basic B.Sc. (Nursing).

Medium of Instructions and Examination:

The medium of instructions and examination shall be English.

Examination

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exams for both theory and practical separately.

The studies and examination of the course shall be on the basis of marks / marks cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

Eligibility for Award of the Degree B.Sc. (Nursing)

A student shall be declared to be eligible for award of the degree if he has:

- a. Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable;
- d. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

General Instructions:

- i. The admission to all kinds & mode of B. Sc. (Nursing) Course shall be governed accordance and provisions with the Rules / Directives of UGC INC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules / Directives of UGC / INC 1 relevant Regulatory Body or any other competent Authority of the Govt. of India State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and Regulations University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- iv. At present in the Faculty of Medical and Paramedical Sciences, Degree of B. Sc. (Nursing) shall include the Branches / Discipline as indicated in the ordinance no.02 under Faculty of Engineering and Technology courses / programme as well as proposed in future. However,
- v. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- vi. In future, more branches / specializations / courses / programmes of B.Sc. (Nursing) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the conceded Board of Studies, from time to time, by the University, in its various Faculty School / centres institutes located in University campus.
- vii. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations/ Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOL as per norms.

ORDINANCE – 53
**BACHELOR OF SCIENCE IN HUMAN NUTRITION (CLINICAL
DIETICIAN) 3 YEAR DEGREE COURSE**

1.0 AIMS AND OBJECTIVES

1.1 AIMS

- 1.1.1 To provide modern and broad education in nutrition and food sciences.
- 1.1.2 To prepare students as professionals to meet the demand of clinical dieticians in various health setup.

1.2 OBJECTIVES,

- 1.2.1 To impart adequate theoretical and practical knowledge as nutritionist clinical dietician.
- 1.2.2 To enable the student to have knowledge to detect various nutritional deficits and their cures as well as prevention of the deficits.

2.0 COURSE STRUCTURE

- 2.1 The Degree in Human Nutrition of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Science in Human Nutrition (Clinical Dietician), in short B.Sc.HN(Clinical Dietician).
- 2.2 Duration of the course: The Bachelor of Science in Human Nutrition (B.Sc.HN) is a three year regular degree course; named below;
 - a. B.Sc.HN-I year
 - b. B.Sc.HN- II year c.
 - B.Sc.HN-III year
- 2.3 Each academic year shall consist of 240 teaching days
- 2.4 The Student admitted in B.Sc. H N course shall have to complete the course with in the maximum permissible duration of 6 year, from the date of admission.

3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in B.Sc. in Human Nutrition degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/ Council University with minimum of 40% marks.

3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.

3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.

3.4 Selection Criteria: The admission in B.Sc. HN- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year.

5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment or academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

5.1 Attendance

5.1.1 Candidates appearing as student for any examination are required to attend 75% of the total lecturer's delivered and (If the practical classes held separately in each subject of the course of the study ..

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in Subsequent section.

5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical

5.3 Internal Assessment

The Internal assessment for each subject of each academic year shall carry 100 marks.

5.4 University examination; Theory & Practical

5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the three, years respectively.
- b. There shall be 2 University Examination a year Main examination in May/ June and Supplementary Examination (II examination) in October/November The succeeding examination shall be held within 6 months

5.5 Appointment of the Examiners / Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject! Head. of the Department with minimum 3 years of teaching experience shall be, the Internal .. Cum-Convener examiner for the examinations.

5.6 Criteria for Passing in each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject! head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <.60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

5.8 Three Months Compulsory Rotatory Clinical Training

For B.Sc. HN III year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in minimum 100 bedded hospital.

For this exercise the students may require to spend 3 months clinical training in rotation. The training should include various In-patient wards, Dietician Counselling -OPD, Patient Kitchen, etc.

The Clinical training should cover the following terms:

- a. The clinical department should have a qualified dietician, 3 years of Clinical Experience, for the guidance of the students.
- b. Student seeking training outside the campus must obtain a NOC from

the HOD prior to the program.

c. Student should obtain Clinical Training Completion Certificate, with the duration from the concerned Hospital. Same should be submitted to the institute for qualifying Ill. year University Examination.

d. Any absenteeism, misconduct, poor performance etc may require extension of the program on recommendation of the HOD.

6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and not re-totalling of the answer sheet of the appeared subject, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

7.0 CANCELLATION OF ADMISSION

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if

7.1.1 He / She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He / She is found involved in serious breach of discipline in the Institution or in the University campus.

8.0 SCHEME OF COURSE / EXAMINATION

8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs	Clinical/tab Posting	Total Min. Hrs.
FIRST YEAR				
Basic Nutrition	80	60	-	140
Human Physiology	80	60	-	140
Nutritional Biochemistry	80	60	-	140
Family meal management	80	60	-	140
On the Job training	-	-	100	100
* Applied English	60	-	-	60
*First aid and Basic Nursing	60	20	-	80
SECOND YEAR				
Basic Dietetics	80	60	-	140
Food Microbiology	80	60	-	140
Food Science	80	60	-	140
Personnel Management	80	60	-	140
On the job training	-	-	100	100
* Basic Computer Application	20	40	-	60
THIRD YEAR				
Community Nutrition	80	60	-	140
Advanced Dietetics	80	60	-	140
Dietetics & Counselling	80	60	-	140
Project Work	-	-	-	40
*Clinical Research Methodology	-	-	-	20
*Clinical Posting	-	-	300	300

* Non Examination (Subsidiary) Subject.

8.2 Question paper Patterns

SUBJECT HAVING MAXIMUM MARKS 100		
Type of Question	Number of Question	Marks of Each Question
Essay Type	⁴ (Any 4 out of 5)	20X4=80
Short Answer Type	⁴ (Any 4 out of 5)	5X4 = 20

8.3 Scheme of Examination

Subject	Theory	Internal Assessment	*Min Theory + Internal Assessment	Practical & Viva	*Min. Practical
First year					
Basic Nutrition	100	100	100	100	50
Human Physiology	100	100	100	100	50
Nutritional Biochemistry	100	100	100	100	50
Family Meal Management	100	100	100	100	50
On the Job training	-	-	-	100	50
Second Year					
Basic Dietetics	100	100	100	100	50
Food Microbiology	100	100	100	100	50
Food Science	100	100	100	100	50
Personal Management	100	100	100	100	50
On the Job training	-	-	-	100	50
Third year					
Community Nutrition	100	100	100	100	50
Advanced Dietetics	100	100	100	100	50
Dietetics & Counselling	100	100	100	100	50
Project Work	-	-	-	300	150

*Minimum 50% passing marks require in the Theory & Internal Assessment as well as in practical & Viva- Voce.

ORDINANCE - 54**Post Basic (B.Sc.) Nursing**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

The faculty of nursing shall offer Post Basic (B.Sc.) Program in nursing as per details given below:

Admission to the Post Basic (B.Sc.) Nursing course shall be made in accordance to the Norms of Indian Nursing Council.

Title of the Degree	: Post Basic (B.Sc.) Nursing
Name of Faculty	: Faculty of Nursing
Duration of the Course	: Two years

Eligibility for Admission:

1. Passed Intermediate 10+2 level or equipment exam recognized by the Central/State Board of Education with 30% marks.
2. Obtained a Diploma in General Nursing and Midwifery and registered as RNRN with the State Nursing Registration Council.
3. Candidate shall be medically fit.

The reservation and relaxation for SC/ST / Other categorises shall be as per the rules of state Govt., whichever is applicable.

Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to the course in accordance with the directives of Govt. of India and / or State Government:

Branch Distribution

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

Academic Cycle/Year

There will be one two academic cycles for the course every year like Summer & Winter as decided by the University as per Regulatory Body.

Course Structure

The Certificate in Post Basic Nursing (B.Sc.) of two years course shall be designated as Post Basic Nursing (B.Sc.).

Medium of Instructions and Examination:

The medium of instructions and examination shall be English.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

Examinations will be conducted as per the appropriate Statutes, Ordinances-4 and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

The studies and examination of the course shall be on the basis of marks/ marks cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

General:-

1. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
2. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
3. In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.
4. The University shall also offer a greater number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes Organizations Universities. Research Organizations / Industries and to provide the dissemination of Knowledge "to all concerned throughout the World.

ORDINANCE - 55**Master of Science (Nursing)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

The faculty of nursing shall offer M.Sc (Nursing) Program in nursing as per details given below:

Admission to the M.Sc (Nursing) course shall be made in accordance to the Norms of Indian Nursing Council.

Title of the Degree	: MASTER OF SCIENCE (Nursing)
Name of Faculty	: Faculty of Nursing
Duration of the Course	: Two years

- a) M.Sc. Nursing in Community Health Nursing
- b) M. Sc. Nursing in Pediatrics Nursing
- c) M. Sc. Nursing in Medical Surgical Nursing.
- d) M. Sc. Nursing in Obstetric & Gynaecological Nursing
- e) M.Sc. Nursing in Psychiatry Nursing.

Eligibility for Admission:

- Passed Intermediate 10+2 level or equipment exam recognized by the Central/State Board of Education with 30% marks.
- Obtained a B.Sc. in nursing or Post basic nursing and registered as NRN with the State Nursing Registration Council.
- Candidate shall be medically fit.

The reservation and relaxation for SC/ST / Other categorises shall be as per the rules of state Govt., whichever is applicable.

Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to the course in accordance with the directives of Govt. of India and / or State Government:

Branch Distribution

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

Academic Cycle/Year

There will be one two academic cycles for the course every year like Summer & Winter as decided by the University as per Regulatory Body.

Course Structure

The Certificate in MASTER OF SCIENCE (Nursing) of two years course shall be designated as MASTER OF SCIENCE (Nursing).

Medium of Instructions and Examination:

The medium of instructions and examination shall be English.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

Examinations will be conducted as per the appropriate Statutes, Ordinances-4 and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

The studies and examination of the course shall be on the basis of marks/ marks cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

General: -

- For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.
- The University shall also offer a greater number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes Organizations Universities. Research Organizations / Industries and to provide the dissemination of Knowledge "to all concerned throughout the World

Vice Chancellor

ORDINANCE - 56**Diploma in Paramedical Science**

1. Title of the Award Diploma : Diploma in Paramedical Science
 2. Name of Faculty : Faculty of Paramedical Science
 3. Name of Course : Diploma in Paramedical Science

Diploma in O.T. Technology, Diploma in Dialysis Technician, Diploma in X-Ray Radiographers, Diploma in Medical Laboratory (DMLT), Diploma in Paramedical Ophthalmic Assistant, Diploma Anaesthesia Technician, Diploma in Sanitary Inspector, Diploma in Blood Transfusion, Diploma in clinical Biochemistry, Diploma in Microbiology, Diploma in Dermatology, Diploma in Hospital Management, Diploma in Physiotherapy, Diploma in MRI Scan Technology, Diploma in Health & Sanitary Inspector, Diploma in Patient Care Assistant, Diploma in Dental Hygienist, Diploma in Electrocardiogram ECG Technology, Diploma in Medical Dresser, Diploma in Child Care, Diploma in Dermatology, Diploma in Radiology & Imaging Technology, Diploma in Ultrasound, Diploma in Natural Pharmacy, Diploma in Multipurpose Health Worker. Diploma in Cardiology Technician, Diploma in Emergency Trauma Care, Diploma in Optometry, Diploma in Medical Emergency Trauma Technician, Diploma in Clinical Biochemistry, Diploma in Microbiology.

1. Duration of the Course:

The Diploma in Paramedical Science is a two years diploma programme. The Diploma in Paramedical Science curriculum is a Yearly-wise programme with syllabus covered in two academic years.

2. Eligibility for Admission:

Candidates who have passed duly recognized following examinations. Secondary (10+2) with Biology of Life Sciences as one of the subjects with minimum 33% marks.

Or

Any Board / University examination in India or in any foreign country recognized as equivalent to 12th standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies.

The reservation and relaxation for SC/ST/ Other categories shall be as per the rules of state Govt., whichever is applicable.

3. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

4. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

5. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the regulatory bodies.

6. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

7. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

8. Medium of Instruction and Examination:

The medium of instruction and examination shall be English Examination:

Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

9. Eligibility for Award of Diploma in Paramedial Science

A student shall be declared to be eligible for award of the diploma if he has:

Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.

Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;

Earned the specified credits in all the categories of subjects as applicable.

Secured a minimum 33% in aggregate overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.

10. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

11. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of Diploma in Paramedial Science ordinarily within a maximum period of 4 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

12. General Instruction:

- i. The admission to the Diploma in Paramedial Science shall be governed in accordance and provisions with the Rules as per UGC 1 other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of Diploma in Paramedial Science can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centres / Institutes located in university campus.
- vi. This Ordinance shall be applicable to all Diploma in Paramedial Science except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance

ORDINANCE -57**Certificate Courses in Medical/Nursing/Paramedical**

This ordinance shall provide regulation of Gyanodaya University running Certificate course program in various subjects/ departments of Medicine, Nursing, and Paramedical.

1. AIMS & OBJECTIVE:

The main aim of this certificate courses is to expose the eligible candidates to newer methods of skill-oriented program in different disciplines. The program of study leading to career-oriented certificate courses of Gyanodaya University, Neemuch shall have the status of Add-on skill-oriented programs.

2. GENERAL PROVISIONS:

- i. The various trainings in certificate courses cannot be registered as qualifications by regulatory bodies.
- ii. These training must be rendered to teach some Skill & develop competence in different disciplines the skill.
- iii. Candidates registering in these courses shall have to complete the predetermined period of training. In case the candidate leaves in between the certificate will not be issued.
- iv. The concerned department will provide a structured training program.
- v. There will be a formal entrance examination conducted by university to pursue the mentioned Certificate courses.
- vi. Candidate will have to pay fees for these certificate courses which will be mentioned in a combined ordinances for university fees & structure.
- vii. Candidates involved in direct patient care will have to have regulatory approvals. Like they must be registered with MP State Medical Council with a valid registration number & additional degrees must be registered.

3. LIST OF VARIOUS CERTIFICATE COURSES OFFERED BY GYANODAYA UNIVERSITY WITH ELIGIBILITY CRITERIA AND DURATION:**i. POST-DOCTORAL CERTIFICATE COURSE:**

Course Name	Eligibility	Subject of Specialization	Duration
PDCC in Cardiac-Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Organ Transplant Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Critical Care Medicine	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year

PDCC in Paediatric Gastroenterology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Laboratory Immunology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Infectious Diseases	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Nuclear Nephrology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Renal Pathology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Gastro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Aphaeresis Technology and Blood Component Therapy	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Pain Management	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Haemato-Oncology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric ENT	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Interventional Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Spine Surgery	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year

ii. **BASIC CERTIFICATE-COURSES:**

Course Name	Eligibility	Subject of Specialization	Duration
Medical			
Certificate Course in Paediatric Respiratory Disorders	MD /DCH/DNB Paediatrics Or Equivalent from recognized institute	Medicine	6 Months
Certificate Care in Pulmonary Critical Care	MD/DNB Medicine Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Infertility Management, including Endoscopy	MS/DNB (obst& Gyn.) or DGO Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Benign Hematology	MD (Pathology) / MD (Gen. Medicine) /DCP/DNB Or Equivalent from recognized institute	Medicine	12 Months
Certificate Course in Clinical Nutrition	Bachelors or Master's Degree from Medicine Nursing, physiotherapy, dietetics, Public health professionals. Or Equivalent from recognized institute	Medicine	6 Months

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Surgery
Anand Choudhary

Certificate Course in Critical Care Dialysis	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hypertension Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Diabetic Foot Surgery	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Emergency Medical Services	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Epidemic Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Health Insurance	MBBS; BAMS; BHMS; BDS, BPT, BOT, B. Sc (Nursing), BPO, M. Sc (Med) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hepatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Clinical Hematology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in High Risk Obstetrics	MD/DGO/DNB(Obs& Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Human Genetics (Certificate Course in Human Genetics)	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hyperbaric Medicine and Basic Wound Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Immunization	D C H , MBBS, BDS, BAMS, BUMS, BHMS.	Medicine	6 Months
Certificate Course in Infection Prevention & Control	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Cardiac Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Care in Obstetrics	MD/DGO/DNB(Obs& Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Laser Surgery in Urology	Post graduate in surgery M.S. or D.N.B.	Medicine	6 Months
Certificate Course in	MBBS/ BAMS/ BHMS/	Medicine	6 Months

Medical Genetics	BUMS Or Equivalent from recognized institute		
Certificate Course in Neonatal Intensive Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Operation Theater Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Radiography Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Reconstructive Urology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Regional Anaesthesia	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Programme in Hair Restoration	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
International Postgraduate Paediatric Certificate (IPPC)	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Postgraduate Training Course in Colposcopy	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on HIV & AIDS	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on Medical Rehabilitation	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Life Support	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Pain Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Patient Safety	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Disaster Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course for Clinicians in Medico Legal Practices	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Physiotherapy			
Certificate Course in Sports Physiotherapy	BPT	Physiotherapy	12 Months
Dental			

Prof. & Head
of Surgery
Dr. [Signature]

Post Graduate Certificate Course in Oral Implantology	BDS/MDS	Dental	12 Months
Nursing			
Certificate Course in Cardiovascular and Thoracic Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Renal Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Wound Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Child Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Medical Surgical Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Community Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Obstetrics and Gynecology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Psychiatry Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Critical Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Practitioner	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Orthopedic and Rehabilitation	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Neonatal Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Mental Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Administration	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months

Miscellaneous			
Certificate Course in NABH	Bachelors or Master's Degree from Medicine, Dental, Nursing, physiotherapy, dietetics, Public health professionals, MBA/ BBA in H.A. Or Equivalent from recognized institute	Miscellaneous	12 Months

4. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

5. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

6. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

7. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

8. Medium of Instruction:

The medium of instruction and examination shall be English.

9. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

10. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

11. General Instruction:

- i. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.
- ii. The admission to the Certificate program shall be governed in accordance and provisions with the Rules as per UGC 1 other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iv. For matters not covered in this specific ordinance, General rules and regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- v. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- vi. In future, more branches / specializations / courses / programmes of Certificate program can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centres / Institutes located in university campus.
- vii. This Ordinance shall be applicable to all Certificate program except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
- viii. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

10. MEDIUM OF INSTRUCTION:

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

11. EXAMINATION SCHEME:

11.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

11.1.1 Attended at least 75% of lectures/ practical delivered or as per university Policy.

11.1.2 Paid all the fees due

11.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.

11.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

11.1.5 Received in-plant training as perceived by the Director / Head / Principal.

Clause (11.1.1) shall not be applicable to Ex-Student candidates.

11.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

Scheme of examination shall be as prescribed by BCI and the University from time to time.

11.3 Examinations will be conducted by the Gyanodaya University, Neemuch in the months notified as follows:

1	1 st Year	Two Semester
2	2 nd Year	Two Semester
3	3 rd Year	Two Semester

- Examinations shall be in theory and practical/internal training as stipulated.
- A candidate will be permitted to appear for the examination only if:

- a) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training- course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the lectures in the aggregate for the semester or the annual examination as the case may be.
- b) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
- c) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20
2	End Semester Examination	80
	TOTAL	100

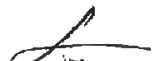
Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

- a) There will be an external examiner to evaluate the project report. Candidates should obtain minimum letter Grade D to qualify in project work external examination.
- b) CGPA of 5.0 is required at the end of Semester.

12. Rules for award of grades

- a) After the evaluation, only grades should be allotted to the students for the Degree courses.



- b) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each Paper.
- c) There shall be a 10-Point Absolute Grading System for grading in each head of passing. The system shall have seven, the highest being 10.
- d) The credits specified for LL.B.(Hons.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- e) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

Range of marks for Absolute Grading

THE GRADING SYSTEM UNDER

Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good
5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrollment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.

C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks.

- a) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.
- b) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.
- c) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the LL.B.(Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the LL.B.(Hons.) first to final year examination i.e. all ten semester as under.

ALLOCATION OF GRADES

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B.(Hons.) degree course in First division with distinction.

13. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE:

13.1 From Odd semester to even semester:

A candidate who has appeared in the odd-semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

13.2 From Even semester to odd semester:

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:

13.2.1 A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B.(Hons.). First Year to Third Semester of LL.B.(Hons.)Second Year.

13.2.2 A backlog of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B.(Hons.)First Year) for his promotion from Fourth Semester of LL.B.(Hons.)Second Year to Fifth Semester of LL.B.(Hons.)Final/Third year.

13.3 The minimum passing marks in each, paper shall be 4.0 letter grade and passing marks in aggregate shall be 5.0 letter grade of that Semester Examination.

13.4 A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 5.0 or more grades. A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the UNIVERSITY, for any purpose whatever.

EX-STUDENTSHIP:

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B.(Hons.)First Year, LL.B.(Hons.)Second Year and LL.B.(Hons.). Third/Final Year as under:

- 14.1 Ex-student in LL.B.(Hons.). First Year- if he carries backlog of three or more papers in First and/or Second Semester of LL.B.(Hons.). First Year.
- 14.2 Ex-student in LL.B.(Hons.). Second Year - If he carries backlog of three or more papers in Third and/or Fourth Semester of LL.B.(Hons.). Second Year.
- 14.3 Ex-student in LL.B.(Hons.) Third/Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester LL.B.(Hons.). Third/Final Year.
15. **MERIT LISTS:**
Merit list of candidates will be prepared in the order of merit which shall be declared at the end of the last i.e. sixth semester from amongst the candidates who have passed all previous semesters in one attempt.
16. **MAXIMUM DURATION OF COMPLETION OF COURSE:**
A candidate has to complete the entire course of LL.B.(Hons.). within a maximum period of five years from the session of first admission or as per University Policy.
17. **REVALUATION:**
 - 17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
 - 17.2 Revaluation shall be done by an examiner other than the first one.
 - 17.3 Revaluation shall be permitted in any two theory papers only.
 - 17.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.
18. **CANCELLATION OF ADMISSION:**
 - 18.1 Admission of a student may be cancelled under following circumstances:
 - 18.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
 - 18.1.2 Failing to complete the course within six years of commencement of the course.
 - 18.1.3 Involvement in gross indiscipline in the University.
19. **GENERAL:**
Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE - 58**Bachelor of Physiotherapy (B.PT)**

1. Title of the Award : Bachelor of Physiotherapy (B.PT)
2. Name of Faculty : Faculty of Paramedical Science
3. Course Name : Bachelor of Physiotherapy (BPT)

4. Duration of the Course:

The Bachelor of Physiotherapy (BPT) is a Four-and-half-years undergraduate programme The BPT curriculum is a semester-wise program with syllabus covered in four-and-half academic years

5. Eligibility for Admission:

Candidates who have passed duly recognized following examination: Sr. Secondary (10+2) with Biology or Life Sciences as one of the subjects with minimum 33% marks.

Any Board/ University examination in India or in any foreign country recognized as equivalent to 12 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies. The reservation and relaxation for SC/ST/ Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies I Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

9. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

11. Medium of Instruction and Examination:

The medium of instruction and examination shall be English

12. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

13. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

14. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of BPT ordinarily within a maximum period of 7 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

15. General Instruction:

- i. The admission to the B.PT shall be governed in accordance and provisions with the Rules as per UGC 1 other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of B.PT can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centres / Institutes located in university campus.
- vi. This Ordinance shall be applicable to all B.PT except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
- vii. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE - 59**Master of Physiotherapy (MPT)**

1. **Title of the Degree** : **Master of Physiotherapy (MPT)**
2. **Name of Faculty** : **Faculty of Paramedical Sciences**
3. **Course Name** : **Master of Physiotherapy (MPT)**
- i. **Masters of Physiotherapy (Orthopaedics).**
- ii. **Masters of Physiotherapy (Neurology).**
- iii. **Masters of Physiotherapy (Cardiopulmonary Conditions).**
- iv. **Masters of Physiotherapy (Sports Physiotherapy).**

4. **Duration of the Course** : 2 Years

5. Eligibility Criteria for Admission

A student seeking admission to the Master of Physiotherapy must have passed regular full time Bachelor of Physiotherapy (B.P.T.) course from any recognized institute/ University by U.G.C. and Indian Association of Physiotherapy (IAP).

Or

Any Board / University examination in India or in any foreign country recognized as equivalent to BPT standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of relevant regulatory bodies.

The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities I other Professional Bodies / Organizations or any other mode as decided by the UGCI / other relevant Regulatory Bodies from time to time or based on qualifying examination.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

9. Course Structure:

The Course structure of MPT shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

10. Academic Session:

The program shall generally commence in July/August every year barring exceptional circumstances.

11. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

12. Medium of Instruction and Examination:

The medium of instruction and examination shall be English.

13. Examination

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

15. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of MPT ordinarily within a maximum period of 4 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

16. General Instruction:

- i. The admission to the MPT shall be governed in accordance and provisions with the Rules as per UGC 1 other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.

- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of M.PT can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centres / Institutes located in university campus.
- vi. This Ordinance shall be applicable to all M.PT except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
- vii. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE - 60**Bachelor of Science in Medical Laboratory Technology (BMLT)**

1. Title of the Award : Bachelor of Science in Medical Laboratory Technology (BMLT)
2. Name of Faculty : Faculty of Paramedical Science
3. Course Name : Bachelor of Science in Medical Laboratory Technology (BMLT)

4. Duration of the Course:

The Bachelor of Science in Medical Laboratory Technology (BMLT) is a three-and-half year's undergraduate programme. The BMLT curriculum is a semester-wise programme with syllabus covered in three academic years followed by 6 months of full-time clinical internship

5. Eligibility for Admission:

Candidates who have passed duly recognized following examination:

Sr. Secondary (10+2) with Biology or Life Sciences as one of the subjects with minimum 33% marks.

Or

Any Board/University examination in India or in any foreign country recognized as equivalent to 12th standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies.

The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

7. Admission Procedure:

The eligible should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

9. Academic Session:

The program shall generally commence in July/August every year barring exceptional circumstances.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

11. Medium of Instruction and Examination:

The medium of instruction and examination shall be English.

12. Examination:

Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks / marks cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

13. Eligibility for Award of BMLT

A student shall be declared to be eligible for award of the BMLT if he has:

- i. Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable."
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable.
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. Secured a minimum 33% in aggregate overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration for Completion of Course:

A candidate has to complete the entire course of BMLT ordinarily within a maximum period of 7 year from the session of first admission. However, for any exceptional case. The matter shall be decided by the University as per the provisions of relevant rules and regulations.

16. General Instruction:

- i. The admission to the BMLT shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.

- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e learning, face-to-face, through webinar etc.
- v. In future, more branches/specializations/courses/programs of BMLT can also be offered, keeping in View of new innovations, thrust areas of Government policies and demand of the industry/society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty/Schools/Centres/Institutes located in university campus.
- vi. This Ordinance shall be applicable to all BMLT except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
- vii. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE -61**Master in Prosthetics and Orthotics (M.P.O.)****1. OBJECTIVES:**

- 1.1 Patient Care :** At the end of the MPO Course, the candidates shall be able to
- 1.1.1 Assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.
 - 1.1.2 Be competent to take preventive, supportive, corrective and rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics.
 - 1.1.3 To carry out Evidence Based Practice in prosthetics and orthotics
 - 1.1.4 Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities
 - 1.1.5 Be familiar with the various National policies and Acts related to Persons with Disabilities.
 - 1.1.6 Acquire basic management & administrative skills in the areas of materials, financial and human resources related to prosthetics and orthotics
 - 1.1.7 Develop the communication skills to establish effective communication with the stakeholders
 - 1.1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research.
 - 1.1.9 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies.
- 1.2 Research:** The candidate should be able to
- 1.2.1 Recognize a research problem.
 - 1.2.2 State the objectives in terms of what is expected to be achieved in the end.
 - 1.2.3 Plan a rational approach with full awareness of the statistical validity.
 - 1.2.4 Spell out the methodology and carry out most of the technical procedures required for the study.
 - 1.2.5 Accurately and objectively record on systematic lines the results and observations made.
 - 1.2.6 Analyze the data using appropriate statistical approach.
 - 1.2.7 Interpret the observations in the light of existing knowledge and highlight in what way the study has advanced existing knowledge on the subject and what remains to be done.
 - 1.2.8 Draw conclusions which should be reached by logical deduction and he/she should be able to assess evidence both as to its reliability and its relevance.
 - 1.2.9 Write a thesis in accordance with the prescribed instructions.
 - 1.2.10 Be familiar with the ethical aspects of research.
- 1.3 Teaching:** He/she should be able to plan educational programs in Prosthetics and Orthotics in association with his senior colleagues and be familiar with the modern methods of teaching and evaluation
- The candidate should be able to:-
- 1.3.1 Deliver lectures to undergraduates and hold clinical demonstrations for them.
 - 1.3.2 Write and discuss a seminar or a symposium and critically discuss it with his colleagues and juniors.
 - 1.3.3 Methodically summarize in ternationally published articles according to prescribed instructions and critically evaluate and discuss each selected article.

1.3.4 Present cases at clinical conference, discuss them with his colleagues and guide his juniors in groups in evaluation and discussion of these cases.

2. **NOMENCLATURE:**
Master of Prosthetics & orthotics (MPO)
3. **ADMISSION CRITERIA:**
BPO/B.Sc.(P&O) degree or equivalent from any recognized University in India with minimum 50% marks.
4. **MEDIUM OF INSTRUCTION:**
The medium of examination shall be English.
5. **DURATION OF THE COURSE:**
Two academic years.
6. **COURSE WORK:**
Student to pursue the course as given in the enclosed course curriculum
7. **AWARD OF DEGREE:**
The respective University on successful completion of the requirements will award the degree.
8. **CRITERIA OF PASSING:**
As per GYANODAYA UNIVERSITY rules.
9. **ATTENDANCE:**
A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.
10. **APPEARANCE FOR THE EXAMINATION:**
A candidate shall apply for all papers of a year when he/she appears for the examination of that year for the first time.
11. **SCHEME OF EXAMINATION:**
As per GYANODAYA UNIVERSITY rules.
12. **DISSERTATION:**
In the first year the students have to prepare the Research proposal (Synopsis) and present the same in the Seminar/Ethics committee for approval at the end of the first year.
In the 2nd year, student will work on a selected topic of dissertation prepared under supervision and guidance of recognized faculty and will submit the same at the end of the year. This shall be assessed by one internal and one external examiners for 100 marks in which even the average of marks assigned by both the examiners shall be awarded to the candidate or it shall be assessed as accepted or as rejected with no marks carried there of as per concerned University norms. In the event of discrepancy between internal & external examiners the dissertation will be referred to a third examiner and his/her verdict on the same will be taken as final. The candidate shall submit four copies of dissertation before the commencement of the

theory examination of that year. Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final year examination.

13. SCHEME OF INSTRUCTION:

- 13.1 There shall be a University examination at the end of each year. The duration of the theory exam is 3 hours.
- 13.2 Every theory question paper shall ordinarily consist of five questions with one question for each unit, subject to the concerned universities regulation.
- 13.3 In case of theory paper the continuous evaluation (IA) will be for 20 marks. This covers a maximum of 5 marks for attendance & 15 marks for tests, seminars, assignments etc or as per University norms.
- 13.4 For clinical practicum, continuous evaluation (IA) will be based on performance of the candidate during the year. Examination for clinical practicum will be held along with theory papers by the university.
- 13.5 The concerned departments shall notify in the first week of each year, scheme of continuous evaluation (IA) for theory & practical or as per University norms.
- 13.6 At least one week prior to the last working day, continuous evaluation (IA) marks secured by the candidates shall be displayed on the notice board.
- 13.7 In case of repeat test/seminar to candidates who absented themselves, matter may be dealt as per University norms.
- 13.8 The statement of continuous evaluation (IA) shall be sent to the Registrar (Evaluation) for both theory and clinical practicum at least one week prior to the commencement of the particular year examination.

14. PRACTICAL'S:

At the end of 1st and 2nd years internal viva voce exam will be carried out for award of internal assessment for clinical work performed throughout the year.

15. BOARD OF EXAMINERS, VALUATION:

- 15.1 There shall be a Board of Examiners for scrutinizing and approving the question papers and scheme of valuation or as per University rules.
- 15.2 The examiners for scrutinizing and approving the question papers and scheme of valuation shall be from outside the institution/university or as per University rules.
- 15.3 Double valuation for the theory; dissertation and the average of the marks awarded by the internal and external examiners shall be taken as the final award or as per University rules.
- 15.4 In case of 20% or more deviation in the marks awarded by the internal and the external valuer, the script shall be referred to the third valuer and his evaluation will be final or as per University rules.
- 15.5 Grace marks to the candidate will be awarded based on University Policy.

16. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

As per rules of the respective universities. Announcement of result, classes and ranks for the course as a whole will be as per the concerned university regulations.

17. PROVISION FOR REPEATERS:

The provision will be as per the concerned university regulations.

18. MISCELLANEOUS:

Any other issue not envisaged above shall be resolved by RCI/the Vice Chancellor in consultation with the appropriate body of the University which shall be final and binding.

19. CLINICAL PRACTICUM- The student should be able to meet the following learning objectives:

- 19.1 Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing.
- 19.2 Formulate an optimal prosthetic and orthotic solution using information from the patient assessment, other members of the health care team, medical charts, etc.
- 19.3 Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team.
- 19.4 Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system.
- 19.5 Identify, prescribe and justify selection of appropriate materials and components in the fabrication of the prostheses or orthoses.
- 19.6 Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting.
- 19.7 Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- 19.8 Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trim lines.
- 19.9 Identify problems related to device fit and/or alignment and be able to suggest and implement appropriate correction.
- 19.10 Assess and solve prosthetic or orthotic problems as part of long term patient care.
- 19.11 Maintain accurate records of patient treatment and follow up as well as confidentiality of such information.
- 19.12 Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- 19.13 Educate the patient / client and/or caregiver on use, care and function of the prostheses or orthoses.
- 19.14 Understand the methodology of problem identification, problem solving in a process that includes all stakeholders, with the patient at the centre.

MPO-1st Year

COUR SE CODE	TITLE	THE ORY HRS	PRACTI CAL	TOT AL HRS	MAR KS THEO RY	MARKS PRACTI CAL	TOT AL MAR KS	CRE DIT POIN TS
MPO1 01	Advance Lower & Clinical Gait Analysis	60	350	410	100	100	200	
MPO1 02	Advanced Lower Extremity Prosthetics & Biostatistic s	60	350	410	100	100	200	
MPO1 03	Research Methodolo gy & Biostatistic	60	---	60	100	---	100	

Prof. & Head
of Surgery
Haga Hospital
Vice Chair

	s							
MPO1 04	Mechatronics	60	---	60	100	---	100	
MPO1 05	Applied Biomechanics & Kinesiology	60						
	Dissertation		220	220	---	---	---	
	Total	300	920	1220	500	200	700	

Note:1 Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per candidate is mandatory.

2. There will no examination for dissertation in first year. The candidate will make research proposal as per the guidance of supervisor and get it approved by Research Review and Ethical Committee.

MPO-2nd Year

COURSE CODE	TITLE	THEORY HRS	PRACTICAL	TOTAL HRS	MAR KS THEO RY	MARKS PRACTI CAL	TOT AL MAR KS	CRE DIT POIN TS
MPO2 01	Advanced Upper Extremity Prosthetics	600	200	260	100	100	200	
MPO2 02	Advanced Upper Extremity Orthotics	60	160	220	100	100	200	
MPO2 03	Advanced Spinal Orthotics	60	200	260	100	100	200	
MPO2 04	Pedagogy in P&O Education & Administration, Management & Ethical Issues	80	---	80	100	---	100	
MPO2 05	Dissertation		400	400	---	200	200	
	Total	260	980	1220	400	500	900	

Note: Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per Candidate is mandatory.

20. GENERAL:

- a. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- b. For matters not covered in this specific ordinance, General rules and regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- c. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e learning, face-to-face, through webinar etc.

ORDINANCE – 62**Bachelor of Science in X-Ray Radiographer Technology (BXRT)
3 Year Degree Course****1. AIMS AND OBJECTIVES****1.1 AIMS**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of Radiography Technology.
- 1.1.2 To provide students with an overview of various medical X-Ray and Radiotherapy Procedures.

1.2 OBJECTIVES

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Radiography Technology.
- 1.2.2 To perform routine and special Radiography Techniques.
- 1.2.3 To introduce quality control system in Radiography.

2. COURSE STRUCTURE

- 2.1 The Bachelor Degree in X-Ray Radiographer Technology (BXRT) of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of X-Ray Radiographer Technology, in short BXRT.
- 2.2 Duration of the course : The Bachelor of X-Ray Radiographer Technology is a three year regular degree course, named below:
 - 2.2.1 B.Sc. XRT- I year
 - 2.2.2 B.Sc. XRT- II year
 - 2.2.3 B.Sc. XRT- III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BXRT, course shall have to complete the course within -the maximum permissible duration of 6 years, from the date of admission or as per University Policy.

3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:

- 3.1 Admission to the First year-in B.Sc. in X-Ray Radiographer Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic year.
- 3.4 Selection Criteria: The admission in BXRT- First Year shall be based on the merit of the qualifying examination.
Or
Common Entrance Test (CET), conducted by the University/ any designated agency.
- 3.5 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

1. COMMENCEMENT OF COURSE:

The course shall be commencing from the month of August of every academic year.

5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the study. However only Dean/ Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per University Policy.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus.

5.2 Sessional Examinations

Three Sessional Examinations shall be conducted for each subject, separately for theory and practical.

5.3 Internal Assessment

The internal assessment for each subject of each academic year shall carry 100 marks.

5.4 University Examination; Theory & Practical

5.4.1 Written Examination

5.4.2 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an external, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the internal Cum-Convener examiner for the examinations.

5.6 Criteria for Passing

In each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing in the next year examination.

5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination. There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided candidates to passing in the First attempt.

- 5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first five candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

5.8 Three month Compulsory Rotatory X-Ray Radiography Training

For BXRT III year students, three months Compulsory Rotatory Radiography Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Radiography center.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. X-Ray Lab
- b. Radiotherapy Lab
- c. C.T. Imaging Lab
- d. M.R.I. Imaging Lab

The Laboratory training should cover the following terms:

The recognized laboratory shall require experts with BXRT qualification, for the guidance of the students. Student: Technician ratio will be 5:1.

- a. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- b. Minimum 50-70 hrs. is mandatory for each of the above mentioned Laboratories.
- c. Student should obtain Training, Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- d. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD.

6. GRACE:

The Grace marks shall be allowed according to the University Policy.

7. REVALUATION / RE-TOTALING:

Re-Totalling and Revaluation both should be allowed as per the University rules.

8. CANCELLATION OF ADMISSION:

- 8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:
- 8.1.1 He/ She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 8.1.3 He/ She is found involved in serious breach of discipline in the institution or in the University campus.

Note: Other rules regarding conduct of Examination/ Scheme and Syllabus may be amended/ modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

9. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE – 63**POST BASIC DIPLOMA IN NEONATAL NURSING
(1 YEAR DIPLOMA COURSE)**

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES**1.1 AIMS**

Prepare nurses with specialized knowledge, skills and attitude In providing advanced quality care to neonates, their families and communities.

1.2 OBJECTIVE

1.2.1 Describe the concepts and principles of neonatal nursing.

1.2.2 Communicate effectively and foster actively a family-child relationship.

1.2.3 Demonstrate skill in providing essential newborn care.

1.2.4 Perform neonatal advance life support skills.

1.2.5 Apply nursing process in caring of neonates receiving intensive care.

1.2.6 Participate effectively as a member of the health care team.

1.2.7 Organize and demonstrate skills in management of neonatal services.

1.2.8 Make a plan for organization of neonatal unit.

1.2.9 Conduct research in neonatal nursing.

1.2.10 Teach and supervise nurses and allied health workers.

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN NEONATAL NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute of Gyanodaya University, Neemuch, approved & published in M. P. Gazette.

6.0 CRITERIA FOR SELECTION

6.1. The candidate who fulfils the aforesaid academic qualification for admission.

6.2. Admission shall be based on merit.

6.3. Candidate should be medically fit.

6.4. There shall be no upper age limit for admission for trained registered nurses.

7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma in Neonatal Nursing course shall be one academic year including internship.

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

9.0 EXAMINATION

9.1 The medium of instruction and examination shall be English throughout the course of the study.

9.2 Scheme of Examination

Subject	Int, Assessment Marks	Ext. Ass. Marks	Total marks	Duration (in hours)
A. Theory				
Paper I – Clinical nursing I	50	150	200	3
Paper II- Clinical Nursing - II	50	150	200	3
Paper III- Supervision and management, Clinical teaching, Elementary Research & Statistics	50	150	200	3
B. Practical				
Clinical Nursing (Teaching & Supervision to be integrated)	100	100	200	-
Grand Total	250	550	800	-

9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Child Health/Paediatric Nursing with minimum 1 year teaching experience or Post Basic Diploma in Neonatal Nursing with 2 years of teaching experience working in any nursing Institute, The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects) applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Gyanodaya University, Neemuch.

15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If,

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University,

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.

- Teaching: Theory and Clinical Practice 42 weeks
- Internship 4 weeks
- Examination (including preparatory leave) 2 weeks
- Vacation 2 weeks
- Public holidays 2 weeks

Total 52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical nursing I (Inclusive of foundation courses)	155 Hrs	Integrated Clinical Practice (1280 Hrs)
2. Clinical Nursing - II	155 Hrs	
3. Supervision and management, Clinical teaching, Elementary Research & Statistics		
i. Supervision and Management ii. Clinical Teaching iii. Elementary Research & Statistics	30 Hrs 30 Hrs 30 Hrs	
4. Internship		160 Hrs
Grand Total	400 Hrs	1440 Hrs

•	Hours distribution for theory and practice	42 weeks X 40 hrs/week=1680 hrs
•	Block Classes	4 weeks X 40 hrs/week=160 hrs
•	Integrated theory & clinical practice	38 weeks X 40 hrs/week=1520 hrs
•	(Theory 400 Hrs) * Theory 6 Hours /week	38 weeks X 6 hrs/week=228 hrs

•	Clinical Experience 34 hours /week	38 weeks X 34 hrs/week=1292 hrs
•	Internship	4 weeks X 40 hrs=160 hrs

16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in - Neonatal services unit for 38 weeks including two weeks evening and

two weeks night.

- Labour room 4 weeks
- Postnatal ward 4 weeks
- Newborn Unit- NICU 4 weeks
- Pediatric Surgery NICU 24 weeks
- Community/follow-up/clinic 2 weeks

ORDINANCE – 64**POST BASIC DIPLOMA IN CRITICAL CARE NURSING****(1 YEAR DIPLOMA COURSE)**

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES**1.1 AIMS**

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to critical care patients, their families and communities.

1.2 OBJECTIVES

1.2.1 Describe the concepts and principles of critical care nursing.

1.2.2 Communicate effectively with critically ill patients and their family members.

1.2.3 Perform advance cardiac life support skills.

1.2.4 Apply nursing process in caring of critically ill patients.

1.2.5 Participate effectively as a member of the health team.

1.2.6 Organize and demonstrate skills in management of critical care nursing service.

1.2.7 Make a plan for organization of critical care units.

1.2.8 Conduct research in critical care nursing.

1.2.9 Teach and supervise nurses and allied health workers.

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN CRITICAL CARE NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute of Gyanodaya University, Neemuch approved & published in M. P. Gazette.

6.0 CRITERIA FOR SELECTION

6.1. The candidate who fulfils the aforesaid academic qualification for admission.

6.2. Admission shall be based on merit.

6.3. Candidate should be medically fit.

6.4. There shall be no upper age limit for admission for trained registered nurses.

7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma in critical care nursing course shall be one academic year including internship.

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

9.0 EXAMINATION

9.1 The medium of Instruction and examination shall be English throughout the course of the study.

9.2 Scheme of Examination

Subjects	Int. Ass. Marks	Ext. Ass.	Total Marks	Duration (in Hours)
A. Theory				
Paper I- Clinical Nursing I	50	150	200	3
Paper II- Clinical Nursing II	50	150	200	3
Paper III- Supervision & Management, Clinical Teaching, Elementary Research & Statics	50	150	200	3
B. Practical				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
Grand Total	250	550	800	

9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day today basis.

9.3.2 The Internal assessment marks shall be on the basis of two term examination and one pre-University examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The Internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and University examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with critical care sub clinical speciality with minimum 1 year teaching experience or Post Basic Diploma in critical care nursing with

2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Gyanodaya University, Neemuch.

15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.

Teaching Theory & Clinical practice	42 weeks
Internship	4 weeks
Examination (Including preparation)	2 weeks
Vacation	2 weeks
Public holidays	2 weeks

 52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical Nursing – I (Inclusive of foundation courses)	155 Hours	Integrated Clinical Practice 1280 Hours
2. Clinical Nursing – II	155 Hours	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics I. Supervision and management II. Clinical Teaching III. Elementary Research & Statistics	30 Hours 30 Hours 30 Hours	
4. Internship	160 Hours	
TOTAL	400 Hours	1440 Hours

• Hours distribution for theory and practice	42 weeks X 40 hours / Week = 1680 hours
• Block Classes	4 weeks X 40 hours / week = 160 hours
• Integrated theory & clinical practice	38 weeks X 40 hours / week = 1520 hours
(Theory 400 hrs * Theory 6 hours / week	38 week X 6 hours / week = 228 hours
Clinical experience	38 week X 34 hours / week = 1292 hours
• Internship	4 week X 40 hours / week = 160 hours

16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The students should be posted in critical care units.

S No.	Clinical Area		Weeks (38 hrs. / Week)
1	Critical care units and wards	General	8 weeks
2	Cardiac & Respiratory	Medical	6 weeks
3	Critical Care unit	Surgical	6 weeks
4	OTs(Cardiac, neuro, respiratory, renal, major abdominal surgeries)		4 weeks
5	Casualty / Diagnostic test		3 weeks
6	Neuro and trauma		4 weeks
7	Renal		2 weeks
8	Obstetrical and paediatric emergencies		2 weeks
9	Burns & Plastic surgery		3 weeks

ORDINANCE – 65**POST BASIC DIPLOMA IN CARDIO THORACIC NURSING****(1 YEAR DIPLOMA COURSE)**

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES**1.1 AIMS**

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to

cardio-thoracic patients, their families and communities.

1.2 OBJECTIVES

1.2.1 Describe the concepts and principles of cardio-thoracic nursing.

1.2.2 Perform advance cardiac life support skills

1.2.3 Apply nursing process in caring of patients with cardio thoracic diseases.

1.2.4 Communicate effectively with patients having cardio thoracic problems and their family members.

1.2.5 Demonstrate skills in management of cardio-thoracic services/units.

1.2.6 Participate effectively as a member of the cardiac care team

1.2.7 Make a plan for organization of cardiac and thoracic units.

1.2.8 Conduct research in cardio thoracic nursing.

1.2.9 Teach and supervise nurses and allied health workers

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN CARDIO THORACIC NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute of Gyanodaya University, Neemuch, approved & published in M. P. Gazette.

6.0 CRITERIA FOR SELECTION

6.1. The candidate who fulfils the aforesaid academic qualification for admission.

6.2. Admission shall be based on merit.

6.3. Candidate should be medically fit.

6.4. There shall be no upper age limit for admission for trained registered nurses.

7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma In cardio- thoracic nursing course shall be one academic year including internship.

	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (in hours)
<i>A. Theory</i>				
Paper I – Clinical Nursing I	50	150	200	3
Paper II – Clinical Nursing II	50	150	200	3
Paper III – Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<i>B. Practical</i>				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
Grand Total	250	550	800	

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

9.0 EXAMINATION

9.1 The medium of Instruction and examination shall be English throughout the course of the study.

9.2 Scheme of Examination

Subjects	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (in hours)
A. Theory				
Paper I – Clinical Nursing	50	150	200	3
I	50	150	200	3
Paper II – Clinical Nursing	50	150	200	3
II				
Paper III – Supervision & Management, Clinical Teaching, Elementary Research & Statistics				
B. Practical				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
Grand Total	250	550	800	

Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The Internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in Internal assessment.

9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (I.e. Internal assessment and university Examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
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First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following

Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with cardiothoracic sub clinical speciality with minimum 1 year teaching experience or Post Basic Diploma In cardio-thoracic nursing with 2 years of teaching experience working in any nursing institute, The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Gyanodaya University, Neemuch.

15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University,

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.

Teaching Theory & Clinical practice	42 weeks
Internship	4 weeks
Examination (Including preparation)	2 weeks
Vacation	2 weeks
Public holidays	2 weeks
	<hr/>
	52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical Nursing – I (Inclusive of foundation courses)	155 Hours	Integrated Clinical Practice 1280 Hours
2. Clinical Nursing – II	155 Hours	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics		
I. Supervision and management II. Clinical Teaching III. Elementary Research & Statistics	30 Hours 30 Hours 30 Hours	
4. Internship		160 Hours
TOTAL	400 Hours	1440 s

•	Hours distribution for theory and practice	42 weeks X 40 hours/week=1680 hours
•	Block Classes	4 weeks X 40 hours/week=160 hours
•	Integrated theory & clinical practice	38 weeks X 40 hours/week=1520 hours
•	(Theory 400 Hours) * Theory 6 Hours /week	38 weeks X 6 hours/week=228 hours
•	Clinical Experience 34 hours /week	38 weeks X 34 hours/week=1292 hours
•	Internship	4 weeks X 40 hours=160 hours

16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The students should be posted in cardio-thoracic units.

S.No.	Units / Departments	No.of weeks
1.	Cardio thoracic – Medical	- 6 weeks
	– Surgical	- 6 weeks
2.	OTs (Cardiac and thoracic)	- 6 weeks
3.	Casualty	- 2 weeks
4.	Diagnostic labs including cath lab	- 2 weeks
5.	ICCU	- 4 weeks
6.	ICU	- 4 weeks
7.	CCU	- 4 weeks
8.	Paediatric Intensive	- 2 weeks
9.	OPD	- 2 weeks
	Total	- 38 weeks
	Internship*	- 4 weeks

ORDINANCE – 66**POST BASIC DIPLOMA IN ONCOLOGY NURSING
(1 YEAR DIPLOMA COURSE)**

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES**1.1 AIMS**

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to oncology patients, their families and communities.

1.2 OBJECTIVES

1.2.1. Describe the concepts, principles and standards of oncology nursing practice.

1.2.2. Assess the physiological, physical, psychological, social & spiritual problems of cancer patients and their families.

1.2.3. Describe the principles of radiotherapy, chemotherapy, biotherapy and surgery.

1.2.4. Apply nursing process in caring for patients with cancers of different organs.

1.2.5. Describe nurse's role in multi modal treatment regime and alternative therapies.

1.2.6. Demonstrate skills relevant in providing care to patients under different treatment regimes.

1.2.7. Analyze legal and ethical issues in cancer nursing.

1.2.8. Provide palliative care to the cancer patients.

1.2.9. Collaborate with other agencies and utilize resources in caring for cancer patients.

1.2.10. Teach and supervise nurses and allied health workers.

1.2.11. Conduct research studies in areas related to oncology nursing.

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN ONCOLOGY NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute of Gyanodaya University, Neemuch approved & published in M. P. Gazette.

6.0 CRITERIA FOR SELECTION

6.1. The candidate who fulfils the aforesaid academic qualification for admission.

6.2. Admission shall be based on merit.

6.3. Candidate should be medically fit.

6.4. There shall be no upper age limit for admission for trained registered nurses.

7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma in oncology nursing course shall be one academic year including internship.

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

9.0 EXAMINATION

9.1 The medium of instruction and examination shall be English throughout the course of the study.

9.2 Scheme of Examination

Subjects	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (in hours)
<i>B. Theory</i>				
Paper I – Clinical Nursing	50	150	200	3
I	50	150	200	3
Paper II – Clinical Nursing	50	150	200	3
II				
Paper III – Supervision & Management,				
Clinical				
Teaching, Elementary				

Research & Statistics				
<i>C. Practical</i>				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
Grand Total	250	550	800	

9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The Internal assessment marks shall be on the basis of two term examination and one pre-University examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The Internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and University examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

apply their acquired knowledge and skills in the professional working environment. The practical training intensively prepares the students with adequate competencies and qualifications required for the career opportunity in the future.

Thus, the D.Pharm, syllabus is designed to nurture the students in all the three domains of Bloom's Taxonomy viz. cognitive (knowledge), affective (attitude) and psychomotor (skills). Further, it also provides ample of scope to the students for different learning styles viz. visual, auditory and kinesthetic, i.e., 'see, hear and do'.

The summary of the curriculum, courses and other activities and their metrics across the D.Pharm. program (Part I, II & III) are given here.

Criteria	Metrics
Number of subject areas (considering both theory & practical together)	11
Number of theory courses	11
Number of practical courses	10
Number of theory hours	825
Number of practical hours	600
Number of practical training hours	500
Number of tutorial hours	275
Number of course outcomes for theory courses	45
Number of course outcomes for practical courses	40
Number of courses which have given assignments	9
Number of assignment topics given	75
Number of assignment reports each student shall submit	27
Number of courses which have field visit	5
Number of field visit reports each student shall submit	9
Number of professional competencies	10

- b) Examination: There shall be an examination for Diploma in Pharmacy (Part-I) to examine students of the first year and an examination for Diploma in Pharmacy (Part-II) to examine students of the second year. Each examination may be held twice every year. The first examination in every year shall be the annual examination and the second examination shall be supplementary examination of the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) as the case may be. The examinations shall have written and practical (including oral) nature,

carrying maximum marks for each part of course, as indicated in Table III and IV (Annexure 2).

(i) Sessional (Theory) Examinations

There shall be three sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 90 minutes. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below.

- | | | |
|------|--------------------------------------------------|--------------------|
| I. | Long Answers (Answer 3 out of 4) | $3 \times 5 = 15$ |
| II. | Short Answers (Answer 5 out of 6) | $5 \times 3 = 15$ |
| III. | Objective type Answers (Answer all 10 out of 10) | $10 \times 1 = 10$ |
- (Multiple Choice Questions / Fill-in the Blanks /
One word OR One Sentence questions)

Total = 40 marks

- (ii) Internal assessment:** The marks secured by the students out of the total 40 shall be reduced to 20 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 20 marks.

(iii) Final Board / University Examination

The scheme of the question paper for the theory examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

I.	Long Answers (Answer 6 out of 7)	=	$6 \times 5 = 30$
II.	Short Answers (Answer 10 out of 11)	=	$10 \times 3 = 30$
III.	Objective type Answers (Answer all 20)	=	$20 \times 1 = 20$
	(Multiple Choice Questions/Fill-in the Blanks/ One word OR One Sentence questions)		

Total = 80 marks

(iv) Practical Sessional Examinations

There shall be three sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be three hours. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below.

I.	Synopsis	=	10
II.	Experiments	=	50*
III.	Viva voce	=	10
IV.	Practical Record Maintenance	=	10
	Total	=	80 marks

- * The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

- (v) Internal assessment:** The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below.

Actual performance in the sessional examination	=	10 marks
Assignment marks (Average of three)	=	5marks
Field Visit Report marks (Average for the reports)	=	5 marks
Total	=	20 marks

* Only for the courses given with both assignments and field visit/s.

Note :

1. For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
2. For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.

(vi) Final Board / University Examinations

The scheme of the question paper for the practical examinations conducted by the examining authority (Board/University) shall be as given below. The duration of the final examination shall be 3 hours.

I.	Synopsis	=	10
II.	Experiments	=	60*
III.	Viva voce	=	10
Total		=	80 marks

* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

5. Working out of Result

a) Mode of examinations:

Each theory and practical examination in the courses mentioned in Table-III & IV (Annexure-2) shall be of three hours duration. Candidate who fails in theory or practical examination of a subject shall reappear in such theory or practical paper (s) as the case may be. Practical examination shall also consist of a viva-voce (Oral) examination.

b) Minimum marks for passing the examination:

A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secures at least 40% marks in each of the course separately in the theory examinations, including sessional marks and at least 40% marks in each of the practical examinations including sessional marks. The candidates securing 60% marks or above in aggregate in all courses in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II)

examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations, as the case may be. Candidates securing 75% marks or above in any course or courses provided he/she passes in all the courses in a single attempt, will be given distinction in that course (s).

c) Eligibility for promotion to Diploma in Pharmacy (Part-II) :

All candidates who have appeared for all the courses and passed the Diploma in Pharmacy Part-I class. However, failure in more than two courses (each theory paper or practical examination shall be considered as a course) shall debar him/from promotion to the Diploma in Pharmacy Part-II class. Such candidates shall be examined in the failing subjects only at subsequent examination.

d) Improvement of Sessional marks : Candidates who wish to improve sessional marks can do so by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for Assignment and / or Field Visit Report, cannot be improved unless he/she attends a regular course of study again.

e) Certificate of passing examination for Diploma in Pharmacy (Part-II) : Certificate to having passed the examination for the Diploma in Pharmacy Part II shall be granted by the Examining Authority to a successful student.

f) Certificate of Diploma in Pharmacy : A certificate of Diploma in Pharmacy shall be granted by the Examining Authority to successful candidate on producing certificate of having passed the Diploma in Pharmacy Part I and Part II.

TABLE-I : Diploma in Pharmacy (Part-I)

S.No.	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week
1.	ER20-11T	Pharmaceutics Theory	75	25	3	1
2.	ER20-11P	Pharmaceutics Practical	75	-	3	-
3.	ER20-12T	Pharmaceutical Chemistry Theory	75	25	3	1
4.	ER20-12P	Pharmaceutical Chemistry Practical	75	-	3	-
5.	ER20-13T	Pharmacognosy Theory	75	25	3	1
6.	ER20-13P	Pharmacognosy Practical	75	-	3	-
7.	ER20-14T	Human Anatomy & Physiology Theory	75	25	3	1
8.	ER20-14P	Human Anatomy & Physiology Practical	75	-	3	-
9.	ER20-15T	Social Pharmacy Theory	75	25	3	1
10.	ER20-15P	Social Pharmacy Practical	75	-	3	-

TABLE-II : Diploma in Pharmacy (Part-II)

S.No	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week
1.	ER20-21T	Pharmacology Theory	75	25	3	1
2.	ER20-21P	Pharmacology Practical	50	-	2	-
3.	ER20-22T	Community Pharmacy & Management Theory	75	25	3	1
4.	ER20-22P	Community Pharmacy & Management Practical	75	-	3	-
5.	ER20-23T	Biochemistry & Clinical Pathology Theory	75	25	3	1
6.	ER20-23P	Biochemistry & Clinical Pathology Practical	50	-	2	-
7.	ER20-24T	Pharmacotherapeutics Theory	75	25	3	1
8.	ER20-24P	Pharmacotherapeutics Practical	25	-	1	-
9.	ER20-25T	Hospital & Clinical Pharmacy Theory	75	25	3	1
10.	ER20-25P	Hospital & Clinical Pharmacy Practical	25	-	1	-
11.	ER20-26T	Pharmacy Law & Ethics	75	25	3	1

6. Not with standing anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of committee consisting of any or all the Dean/Director/Principal/Head of Department/Institutions/Constituent College/School. The decision of Vice Chancellor shall be final.

ORDINANCE – 67**BACHELOR OF AYURVEDIC MEDICINE AND SURGERY (B.A.M.S.)**

All the rules/regulations /changed defined or suggested by Central government/State government/UGC/regulatory commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University Neemuch.

The programme shall be governed by the norms, rules and guidelines of the conceded regulatory National commission council of Indian system of Medicine, New Delhi and the policies of Government of Madhya Pradesh.

Title of the Degree	: Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery - B. A. M. S.)
Name of Faculty	: Faculty of Ayurveda
Department	: Department of Ayush
Duration of the Course	: 4 years and 6 months & 1 year internship

The duration of the programme of instructions for the Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) shall be of Five Year and six months.

The duration of the course shall be five years and six months comprising:

- First Professional B.A.M.S. - Eighteen months**
- Second Professional B.A.M.S. - Eighteen months**
- Third (Final) Professional B.A.M.S. - Eighteen months**
- Compulsory Rotatory Internship - Twelve months**

Eligibility for Admission:

The eligibility to seek admission in Bachelor of Ayurveda medicine and surgery education are as under:

- 12th standard with science or any other equivalent examination recognized by concerned State Governments and Education Boards with at least fifty per cent aggregate marks in the subjects of Physics, Chemistry and Biology.
- For reserved category or special category like physically handicapped students in 10+2, they shall be given relaxation in marks for admission in Bachelor of Ayurvedic Medicine and Surgery as per rules for time being in force.

The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable

Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

For foreign students any other equivalent qualification to be approved by the concerned authority may be allowed.

Admission Procedure:

Admission shall be made on the basis of merit of National Eligibility cum entrance test (NEET) through counselling process by organised by State Govt. or authorized agency in the State. Fees shall have to be remitted by the student in the beginning of every academic year on duly notified date. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University. fee structure laid down in the Admission Bulletin of the specific year will remain Session throughout the study in all academic.

Intake

The intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

Academic cycle / year

Academic year for the course of BAMS is of three professional years out of which each professional years is of Eighteen months.

Medium of Instructions and Examination:

The medium of instructions and examination shall be English, Hindi, or Sanskrit.

Examination:

- (a) (i) The First Professional examination shall ordinarily be held and completed by the end of First professional session;
- (ii) The student who failed in one or two subjects of First Professional shall be allowed to keep terms of the Second Professional session and to appear in Second Professional examination;
- (iii) The student who failed in more than two subjects shall not be allowed to keep term in Second Professional session and the subsequent supplementary examination of First Professional shall be held every six months.
- (b) (i) The Second Professional examination shall ordinarily be held and completed by the end of Second Professional session;
- (ii) the student who failed in one or two subjects of Second Professional shall be allowed to keep the term of the Third (Final) Professional session;
- (iii) the student who failed in more than two subjects shall not be allowed to keep term in Third (Final) Professional session and the subsequent supplementary examinations of Second Professional shall be held every six months.
- (c) (i) The Third (Final) Professional examination shall ordinarily be held and completed by the end of Third (Final) Professional session.
- (ii) Before appearing for Third (Final) Professional examination the students shall have to pass all the subjects of first and second professional and
- (iii) shall qualify nine electives.
- (iv) The subsequent supplementary examination of Third (Final) professional will be held at every six months.
- (d) There shall be no separate class for odd batch students (those students who

could not keep the term) and the student has to attend the class along with regular batch or with junior batch as applicable.

- (e) To become eligible for joining the Compulsory Rotatory Internship programme, all three professional examinations shall be passed and qualified in nine electives within a period of maximum ten years from the date of admission.
- (f) The theory examination shall have twenty per cent. marks for Multiple Choice Questions (MCQ), forty per cent. marks for Short Answer Questions (SAQ) and forty per cent. marks for Long Explanatory Answer Questions (LAQ) and these questions shall cover the entire syllabus of the subject.
- (g) The minimum marks required for passing the examinations shall be fifty per cent in theory component and fifty per cent in practical component (that include practical, clinical, viva-voce, internal assessment and electives wherever applicable) separately in each subject.
- (h) **Evaluation of Electives.** - Electives shall be evaluated in terms of attendance and assessment and on the basis of evaluation, the student shall be awarded credits as well as grades as under: -
 - (i) one credit shall be awarded for attending minimum five hours of a modular programme and a student can earn maximum five credits for each elective;
 - (ii) Assessment shall be conducted at the end of each module and average of five modular assessments shall be considered for grading i.e., up to 25 per cent. Bronze; 26-50 percent. Silver; 51-75 percent. Gold; 76 percent. And above Platinum.
 - (iii) The structure of electives shall be as per the following table, namely:-

Table – 6(StructureofElective)

Each Elective: Five Modules of Nine Hours Each (5*9=45)				
S. N o.	Component	Duration (Hours)		Credits
		Module	Elective	
				One Credit for attending minimum of five hours of each modular program. Maximum five credits.
1	Teaching	5	25	Grade is awarded on the basis of average of all five modular assessments. Bronze: <25 per cent. Silver: 26-50 per cent. Gold: 51-75 per cent. Platinum: 76 per cent. & above.
2	Guided Learning	2	10	
3	Expert Interaction/ Reflection	1	5	
4	Assessment	1	5	

(iv) (a) Students shall have to qualify (obtaining any grade) minimum of three elective subjects for each professional session.

(b) List of elective subjects shall be made available under three sets (A, B and C) for each professional session i.e., sets FA, FB and FC for first professional B.A.M.S.; sets SA, SB and SC for second professional B.A.M.S.; sets TA, TB and TC for third professional B.A.M.S.

(c) Students may opt any one elective as per their choice from each set specified for respective professional B.A.M.S.

(d) Weightage of two marks for each credit and a maximum of ten marks shall be awarded for each elective.

(e) These elective marks shall be added to the viva-voce marks of respective subjects as specified in these regulations.

(f) Apart from three mandatory electives for each profession, students have freedom to choose and qualify as many numbers of additional electives as per their interest.

(g) Marks weightage shall be only for three electives per professional session i.e., one elective subject from each set of respective professional session.

(h) A separate online certificate shall be generated for each elective mentioning credit earned and grades obtained.

(v) The examination branch of the institution shall compile the marks of electives obtained by students as specified above and submit to university through the Head of the Institution so that the university shall add the same in viva-voce of respective subjects as shown in Tables 11, 13 & 15.

(i) (i) A candidate obtaining sixty-five per cent. and above marks shall be awarded first class in the subject and seventy-five per cent and above marks

shall be awarded distinction in the subject.

- (ii) The award of class and distinction shall not be applicable for supplementary examinations.
- (j) (i) Each student shall be required to maintain minimum seventy-five percent attendance in each subject in theory (i.e., lecture hours) practical and clinical (i.e., non-lecture hours) separately for appearing in examination.
- (iii) Where the institute maintains physical attendance register, it shall be recorded in cumulative numbering method as per **Annexure-iv** and attend of the course/term/part of the course, after obtaining each student signature the same is to be certified by respective Head of the Department and approved by Head of the Institute.
- (iv) The approved attendance shall be forwarded to university.
- (k) If a student fails to appear in regular examination for cognitive reasons, he may appear in supplementary examination as regular student and his non-appearance in regular examinations shall not be treated as an attempt.
- (l) Notwithstanding anything contained in these regulations, -
- (i) Clause 11(e) shall be applicable to the student who admitted under Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulations, 1986, except electives and as per section 3 of SCHEDULE I (as amended vide notification no. 24-14/2016 (U.G. Regulation) Regulations, 2016) with 4 professionals.
- (ii) Student who got admitted under Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulations, 1986, the maximum number of chances and maximum period of years to pass respective professional examination as laid down under the clauses 6(1)(c), 2(d), 3(c), 4(d), and 4(e) of SCHEDULE I (as amended vide notification no. 24-14/2016 (U.G. Regulation) Regulations, 2016) shall not be applicable.

Assessment. -

Assessment of students shall be in the form of Formative and Summative Assessments as under-

- (a) **Formative Assessment.** - Students shall be assessed periodically to assess their performance in the class, determine the understanding of programme material and their learning outcome in the following manner, namely: -
- (i) Periodical Assessment shall be carried out at the end of teaching of a topic or module or a particular portion of syllabus and the evaluation methods as per the following table may be adopted as suits to the content, namely:

Table-7

S.No.	Evaluation Method
1.	Practical/Clinical Performance
2.	Viva-Voce, MCQs, MEQ (Modified Essay Questions/Structured Questions)

Vice

3.	OpenBookTest(ProblemBased)
4.	SummaryWriting(ResearchPapers/Samhitas)
5.	ClassPresentations;WorkBookMaintenance
6.	ProblemBased Assignment
7.	Objective Structured Clinical Examination (OSCE), Objective Structured Practical Examination (OPSE), Mini Clinical Evaluation Exercise (Mini-CEX), Direct Observation of Procedures (DOP), Case Based Discussion (CBD)
8.	Extra-curricularActivities,(SocialWork,PublicAwareness,SurveillanceActivities,Sportsor OtherActivitieswhichmaybe decidedbythe department).
9.	SmallProject;

(Evaluation methods for periodical assessment)

- (ii) (a) internal evaluation shall be conducted by the College and Institute at the end of six months (First Term Test) for thirty per cent. of the syllabus and at twelve months (Second Term Test) for forty per cent. new part of the syllabus.
- (b) The remaining thirty per cent. of syllabus shall be completed in the last six months (Third Term) before university examination;
- (iii) there shall be minimum three periodical assessments for each subject before First Term Test (ordinarily at 6th month of respective professional B.A.M.S.) minimum of three periodical assessment before Second Term Test (ordinarily at 12th month of respective professional B.A.M.S.) and minimum of three periodical assessments before final university examinations (Summative Assessment) of respective professional B.A.M.S.
- (iv) the scheme and calculation of assessment shall be as per the following tables, namely: -

Table-8

[Scheme of Assessment (Formative and Summative)]

Sl. No.	Professional Course	Duration of Professional Course		
		First Term (1-6 Months)	Second Term (7-12 Months)	Third Term (13-18 Months)
1	First Professional B.A. M.S.	3 PA and First TT	3 PA and Second TT	3 PA and UE
2	Second Professional B.A.M.S	3 PA and First TT	3 PA and Second TT	3 PA and UE
3	Third Professional B.A.M. S.	3 PA and First TT	3 PA and Second TT	3 PA and UE

PA: Periodical Assessment; TT: Term Test; UE: University Examinations

Table-9**(Example for Internal Assessment for the subject having 30 marks)**

Term	Periodical Assessment					Term Test	Term Assessment	
	A	B	C	D	E	F	G	H
	1 (15)	2 (15)	3 (15)	Average (A+B+C/3)	Converted to 30(D/45*30)	Term Test (30)	Sub Total	Term Assessment
FIRST							E+F	E+F/2
SECOND							E+F	E+F/2
THIRD						NIL	E	E
Final A	Average of Three Term Assessment Marks as Shown in 'H' Column							

Maximum Marks in Parentheses

- (c) **Summative Assessment.** - (i) Final university examinations conducted at the end of each professional B.A.M.S. shall be the Summative Assessment.
(ii) There shall be double evaluation system and shall be no provision for revaluation.
(iii) There shall be two examiners (one internal and one external) for university practical/clinical/viva-voice examinations.
(iv) While declaring the results of Summative Assessment, Internal Assessment component and Elective marks shall be considered as per the distribution of marks pattern provided in **Tables 11, 13 & 15.**

13 The Profession wise Subjects, Number of Papers, Teaching Hours and Marks Distribution shall be as per the following tables, namely: -

Table-10**(Teaching Hours for First Professional B.A.M.S. Subjects)**

First Professional B.A.M.S.			
Working days=320,			
Teaching hours=1920 Induction Programme			
=15			
Working days (90 hours)			
Remaining days/Hours=320-15=305 Days/1830 Hours			

Subject Code	Number of teaching hours		
	Lectures	Non-Lectures	Total
AyUG-SN&AI	100	200	300
AyUG-PV	90	140	230
AyUG-KS	150	250	400
AyUG-RS	180	320	500

AyUG-SA1	140	260	400
Total	660	1170	1830

Table-11

(Number of Papers and Marks Distribution for First Professional B.A.M.S. Subjects)

Sl.No	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
				Practical/Clinical	Viva	Electives	I.A	Sub Total	
1.	AyUG-SN&AI	2	200	-	75*	10(Set-FA)	15	100	300
2.	AyUG-PV	2	200	100	60	10(Set-FB)	30	200	400
3.	AyUG-KS	2	200	100	70	-	30	200	400
4.	AyUG-RS	2	200	100	70	-	30	200	400
5	AyUG-SA1	1	100	-	75	10(Set-FC)	15	100	200
Grand Total									1700

*Viva voce examination shall be for Sanskrit and not for Ayurved Itihasa (Set-FA, FB, FC-set of Electives for First Professional B.A.M.S.)

Table-12

(Teaching Hours for Second Professional B.A.M.S. Subjects)

Sl.No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1.	AyUG-DG	150	250	400
2.	AyUG-RB	150	300	450
3.	AyUG-RN	150	300	450
4.	AyUG-AT	100	200	300
5.	AyUG-SA2	100	140	240
6.	AyUG-SW	150	250	400
Total		800	1440	2240

Table-13

(Number of Papers and Marks Distribution for Second Professional B.A.M.S. Subjects)

Sl. No.	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
				Practical or Clinical	Viva	Elective	I.A	Sub Total	
1	AyUG-DG	2	200	100	70	-	30	200	400

2	AyUG-RB	2	20 0	100	70	-	30	20 0	400
3	AyUG-RN	2	20 0	100	70	-	30	20 0	400
4	AyUG-AT	1	10 0	100	60	10 (Set-SA)	30	20 0	300
5	AyUG-SA2	1	10 0	-	75	10 (Set-SB)	15	10 0	200
6	AyUG-SW	2	20 0	100	60	10 (Set-SC)	30	20 0	400
GrandTotal									2100

(Set-SA,SB, SC-setsofElectivesforSecondProfessionalB.A.M.S.)

Table-14

(TeachingHoursforThirdProfessionalB.A.M.S. Subjects)

ThirdProfessionalB.A.M.S.				
<i>Workingdays=320,</i>				
<i>Teachinghours=2240</i>				
Sl.No.	Subject Code	Numberofteachinghours		
		Lectur es	Non- Lectures	Total
1	AyUG-KC	150	300	450
2	AyUG-PK	100	200	300
3	AyUG-ST	125	250	375
4	AyUG-SL	100	200	300
5	AyUG-PS	100	175	275
6	AyUG-KB	100	175	275
7	AyUG-SA3	50	100	150
8	AyUG-RM	25	50	75
9	AyUG-EM	--	40	40
Total		750	1490	2240

Table-15

(Number of Papers and Marks Distribution for Third Professional B.A.M.S. Subjects)

Sl. No.	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
				Practical or Clinical	Viva	Electives	IA	Sub Total	
1	AyUG-KC	3	300	100	70	-	30	200	500
2	AyUG-PK	1	100	100	70	-	30	200	300
3	AyUG-ST	2	200	100	70	-	30	200	400
4	AyUG-SL	2	200	100	70	-	30	200	400
5	AyUG-PS	2	200	100	60	10(Set-TA)	30	200	400
6	AyUG-KB	1	100	100	60	10(Set-TB)	30	200	300
7	AyUG-SA3	1	100	-	75	10(Set-TC)	15	100	200
8	AyUG-RM	1	50	-	-	-	-	-	50
Grand Total									2550

(Set-TA, TB, TC—sets of Electives for Third Professional B.A.M.S.)

14 Migration of student during the study. -(1) The students may be allowed to take the migration to continue their study to another college after passing the First Professional examination, but failed student's transfer and mid-term migrations shall not be allowed.

(2) For migration, the students shall have to obtain the mutual consent of both colleges and universities and it shall be against the vacant seat.

15 Compulsory Rotatory Internship. - (a) (i) The duration of Compulsory Rotatory Internship including Internship Orientation Programme shall be one year and ordinarily commence on first working day of April for regular batch students and first working day of October for supplementary batch students.

(ii) The student shall be eligible to join the Compulsory Internship programme after passing all the subjects from First to Third (Final) Professional examination including nine electives and after getting Provisional Degree Certificate from respective universities and Provisional Registration Certificates from respective State Board or Council for Compulsory Rotatory Internship.

(d) Stipend: During internship, to the interns belonging to Central Government, State Government and Union territory institution, the stipend shall be paid at par with other medical systems under respective government and there shall not be any discrepancy between medical systems.

(ii) Migration during Internship. - (i) Migration of internship shall be with Vice

the consent of both the colleges and university; in the case where migration is between the colleges of two different universities.

If migration is only between colleges of the same university, the consent of both the colleges shall be required.

(iii) Migration shall be accepted by the university on the production of the character certificate issued by the institute or college and the application forwarded by the college and university with a 'No Objection Certificate' as the case may be.

(e) Orientation Programme. - (i) The intern shall mandatorily attend an orientation programme regarding internship and it shall be the responsibility of the teaching institution to conduct the orientation before the commencement of the internship.

(ii) The orientation shall be conducted with an intention to make the intern to acquire the requisite knowledge about the Rules and Regulations of the Medical Practice and Profession, Medical Ethics, Medico-Legal Aspects, Medical Records, Medical Insurance, Medical Certification, Communication Skills, Conduct and Etiquette, National and State Health Care Programme.

(iii) The orientation workshop shall be organised at the beginning of internship and a e-logbook shall be maintained by each intern, in which the intern shall enter date-wise details of activities undertaken by him during orientation.

(iv) The period of orientation shall be seven days.

(v) The manual for conducting the orientation as prescribed from time to time by the National Commission for Indian System of Medicines shall be followed.

(e) Activities during Internship. - (i) The daily working hours of intern shall be not less than eight hours; the intern shall maintain e-logbook containing all the activities undertaken by intern during internship.

(ii) Normally one-year internship shall be a under-

(A) Option I.- Divided into clinical training of six months in the Ayurveda hospital attached to the college and six months in a Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Ayurveda Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Ayurveda. Only OPD-based clinics having NABH accreditation shall not be eligible for internship.

(B) Option II.- All twelve-month in Ayurveda hospitals attached to the college.

(iii) The clinical training of six or twelve months, as the case may be, in the Ayurveda hospital attached to the college or in non-teaching hospitals laid down by the National Commission for Indian System of Medicines shall be conducted as per the following table, namely: -

Table-16

(Distribution of Internship duration at Ayurveda Teaching Hospital, attached to the college)

Sl. No.	Departments	Option I	Option II
1	Kayachikitsa OPD including Manas Roga, Rasayan and Vajikarana, Swasthavritta and Yoga, Atyayik Chikitsa, related specialities and respective IPD	1.5 months	3 months
2	Shalya OPD including OT, related specialties and respective IPD	1 month	2 months
3	Shalakya OPD, related specialties including OT, Kriyakalpa and respective IPD	3 weeks	1.5 months
4	Strirogevam Prasuti OPD-related specialties including OT and respective IPD	3 weeks	1.5 months
5	Kaumarbhritya OPD-related specialties including NICU, pediatric Panchakarma and respective IPD	0.5 month	1 month
6	Panchakarma OPD related specialties, Panchakarma therapy rooms and respective IPD	1 month	2 months
7	Visha Chikitsa OPD any other specialties, respective IPD, screening OPD, Pathya unit etc. (as per choice of intern)	0.5 month	1 month
8	Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital etc.	6 months	-

(iv) (a) The intern shall be posted in any of the following centers where National Health Programme are being implemented and these postings shall be to get oriented and acquaint the knowledge of implementation of National Health Programme in regard to, -

- Primary Health Centre;
- Community Health Centre or Civil Hospital or District Hospital;
- Any recognized or approved hospital of Modern Medicine;
- Any recognized or approved Ayurvedic Hospital or Dispensary;
- In a clinical unit of Central Council for Research in Ayurvedic Sciences;

(b) All the above institutes mentioned in clauses (A) to (E) shall have to be recognized by the concerned University or Government designated authority for taking such training.

(v) The intern shall undertake the following activities in respective department in the hospital attached to the college, namely: -

(A) **Kayachikitsa-**

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely: -

Vice

- (i) all routine works such as case taking, investigations, diagnosis and management of common diseases by Ayurvedic medicine;
 - (ii) routine clinical pathological work such as haemoglobin estimation, complete hemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, *Mutra Evam Mala Pariksha* by Ayurvedic method, interpretation of laboratory data and clinical findings and arriving at a diagnosis and all pathological and radiological investigations useful for monitoring the deterioration of different disease conditions;
 - (iii) training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicine schedule.
- (B) **Panchakarma**- The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- (i) Panchakarma & Upakarma procedures and techniques regarding Purva Karma, Pradhan Karma and Pashchat Karma;
 - (ii) management of procedural complications, counselling of patients for procedures, maintenance of therapy rooms etc.
- (C) **Shalya Tantra**- The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- (i) Clinical examination, Diagnosis and Management of common surgical disorders according to Ayurvedic principles;
 - (ii) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
 - (iii) Practical training of aseptic and antiseptic techniques, sterilization;
 - (iv) Intern shall be involved in pre-operative and post-operative managements;
 - (v) Practical use of local anaesthetic techniques and use of anaesthetic drugs;
 - (vi) radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
 - (vii) surgical procedures and routine ward techniques such as-
 - (a) suturing of fresh injuries;
 - (b) dressing of wounds, burns, ulcers and similar ailments;
 - (c) incision and drainage of abscesses;
 - (d) excision of cysts;
 - (e) venesection;
 - (f) application of Ksharasutra in ano – rectal diseases; and
 - (g) rakthamokshana, Agnikarma, Ksharakarma
- (D) **Shalakya Tantra**- The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- (i) Diagnosis and management of common surgical disorders according to Ayurvedic

ciples;

- (ii) interns shall be involved in Pre-operative and Post-operative managements;
- (iii) surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
- (iv) examinations of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and
- (v) all kriyakalpas, Nasya, Raktamokshan, Karnapurāṇ, Shirodhara, Putpak, Kawal, Gandushat Out-Patient and In patient Department level.

(E) Prasuti Tantra & Stree Roga.-

The interns shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- (i) Antenatal and post-natal problems and their remedies, antenatal and post-natal care;
- (ii) management of normal and abnormal labours; and
- (iii) minor and major obstetric surgical procedures including Yoni Purna, Yoni Pichu, Uttarbasti etc.
- (iv) All routine workssuchascasetaking, investigations, diagnosis and management of common strirogaby Ayurvedic medicine;
- (v) Screening of common carcinomatous conditions in women.

(F) Kaumarbhritya: The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- (i) Care of newborn along with immunization programme including Svarnaprashana;
- (ii) Important pediatric problems and their Ayurvedic management;
- (iii) Panchakarma in children.

(G) Swasthavritta and Yoga- The

interns shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- (i) Programme of prevention and control of locally prevalent endemic diseases including nutritional disorders, immunisation, management of infectious diseases, etc.;
- (ii) family welfare planning programme;
- (iii) aahar and Vihar Parikalpana including dinacharya, sadvritta (Lifestyle and diet counseling daily seasonal routines); and

(H) the practice of Ashtanga Yoga.

Atyayik chkitisa (Emergency or Casualty Management).-The intern shall be practically trained to acquaint with and to make him competent to deal with all emergency conditions and participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals.

(vi) The intern shall complete online programme on public health as laid down by the National Commission for Indian System of Medicine (NCISM), in addition to their regular duties.

(vii) The internship training in Primary Health Centre or Community Center or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern

medicine or Ayurvedic Hospital or Dispensary.- During the six months internship training in Primary Health Centre or Rural Hospital or Community Health Centre or District Hospital or any recognised or approved hospital of Modern Medicine or Ayurvedic Hospital or Dispensary, the interns shall-

- (A) Get acquainted with routine of the Primary Health Centre and maintenance of their records;
- (B) Get acquainted with the diseases more prevalent in rural and remote areas and their management;
- (C) involve in teaching of health care method to rural population and also various immunization programme;
- (D) get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
- (E) get familiarized with the work of maintaining the relevant register like daily patient register, family planning register, surgical register, etc. and take active participation in different Government health schemes or programme;
- (F) participate actively in different National Health Programme implemented by the State Government.

(viii) **Electronic Logbook.**-(a) It shall be compulsory for an intern to maintain the record of procedures done/assisted/observed by him on a day-to-day basis in a specified e-logbook and the intern shall maintain a record of work, which is to be verified and certified by the Medical Officer or Head of the Unit or Department under whom he works.

(b) Failure to produce e-logbook, complete in all respects duly certified by the concerned authority to the Dean/Principal/Director at the end of Internship Training Programme, may result in cancellation of his performance in any or all disciplines of Internship Training Programme.

(c) The institution shall retain soft copy of the completed and certified logbook and it should be made available for verification.

(ii) **Evaluation of Internship-** (A) The evaluation system shall assess the skills of a candidate while performing the minimum number of procedures as enlisted with an objective that successful learning of the procedures will enable the candidates to conduct the same in his actual practice.

(B) The evaluation shall be carried out by respective Head of Department at the end of each posting and the reports shall be submitted to Head of the institute.

(C) On completion of one year of compulsory rotatory internship including online course on Public Health, the Head of the Institute evaluate all the assessment reports in the prescribed Form-1 under *Annexure-i*, provided by various Head of the Department at the end of respective posting and if found satisfactory, the intern shall be issued Internship Completion Certificate in Form-2 under *Annexure-ii* within seven working days.

- (D) If a candidate's performance is declared as unsatisfactory upon obtaining below fifteen marks or less than fifty per cent. of marks, in an assessment in any of the departments, he shall be required to repeat the posting in the respective department for a period of thirty percent of the total number of days, laid down for that department in Internship Training and posting.
- (E) Candidate shall have the right to register his grievance in any aspects of the conduct of evaluation and award of marks, separately to the concerned Head of the Department and Head of the Institution, within three days from the date of completion of his evaluation, and on receipt of such grievance, the Head of the Institution in consultation with the Head of the concerned department shall redress and dispose of the grievance in an amicable manner within seven working days.

NOTE: However, any changes if notified through Regulation by the NCISM New Delhi, the provision of the above clause shall be modified to the extent.

Eligibility for Award of the Degree of BAMS

A student shall be declared to be eligible for award of the Degree if he has:

- a. The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S.) degree after passing all the examinations and completion of the prescribed course of study extending over the prescribed period and the compulsory rotatory internship extending over twelve months.
- b. Registered and successfully completed all the Core Courses, Optional Courses, Practical/ Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- c. Successfully acquired the minimum required credits as specified in the regulation corresponding to the course of his study within the stipulated time, where ever applicable:
- d. Earned the specified credits in all the categories of subjects as applicable;
- e. Secured a minimum 50% marks in every subject theory and practical separately. The award of the Division/ Class shall be as per the recommendation of concerned Board of Studies of the University.
- f. No clues to the University, Hostels, Libraries. NCC NSS etc. and
- g. No disciplinary action is pending against him.

Attendance Requirement:

A candidate must have at least 75% attendance. Provided that. In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor upto 15% admissible within applicable regulations.

Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 9 years from the date of admission.

General Instructions:

- i. The admission to all kinds & mode of BAMS Course shall be governed in accordance and provisions of the Rules / Directives of UGC/NCISM/ AYUSH/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCISM/ AYUSH / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and regulations of Gyanodaya University, regarding specific courses shall be applicable. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- iv. At present in the Faculty of Ayurveda, Degree of BAMS shall include the Branches / Discipline as indicated in the ordinance No. 02 under Faculty of Ayurveda courses / programme as well as proposed in future. However, the entire BAMS programme with various Branches / specializations at present & in future shall run under this Ordinance.
- v. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on line, e-learning, face-to-face, through webinar etc.
- vi. The programme listed under Ordinance 02 will be introduced with the recommendations of Board of Studies are offered by the Faculty of Medical and Paramedical, Faculty Board of Studies, Academic council and Board of Management of the University.
- vii. In future, more Branches / Specializations / Courses / Programmes of Ayurveda can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty; Schools/Centres: Institutes located in university campus.
- viii. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations | Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge.

- ix.** In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE – 68

Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda)
Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda)

This ordinance shall provide regulation of Gyanodaya University, Neemuch running Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) – Subject concern, Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – Subject concern. The programme shall be governed by the norms, rules and guideline of the National Commission for Indian System of Medicine (NCISM), New Delhi and the policies of Government of Madhya Pradesh.

1. Duration :

The duration of the programme of Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) & Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – subject concern shall be three years.

2. Specialization:

In which post – graduate degrees can be conducted:

The post – graduate degree may be allowed in the following specialties:

Sl.N o.	Name of specialty	Nearest terminology of modern subject	Department in which post- graduate degree can be conducted
(1)	2	(3)	(4)
Pre-clinical specialty			
1	Ayurveda Samhita evam Siddhant	Ayurveda Samhita and basic principles of Ayurveda	Samhita and basic principles of Ayurveda
2	Rachana Sharira	Anatomy	Rachana Sharira
3	Kriya Sharira	Physiology	Kriya Sharira
Para-clinical specialty			
4	Dravyaguna Vigyana	Materia Medica and Pharmacology	Dravyaguna
5	Rasa Shastra evam Bhaishajya Kalpana	Ayurveda Pharmaceuticals	Rasa Shastra evam Bhaishajya Kalpana
6	Roga Nidana evam Vikriti Vigyana	Diagnostic Procedure and Pathology.	Roga Nidana evam Vikriti Vigyana

Clinical specialty			
7	Prasuti evam, Stri Roga	Obstetrics and Gynecology	Prasuti evam Sri Roga
8	Kaumarabhritya – Bala Roga	Pediatrics	Kaumarabhritya– Bala Roga
9	Swasthavritta	Preventive Social Medicine	Swasthavritta and Yoga
10	Kayachikitsa	Medicine	Kayachikitsa
11	Rasayana evam Vajikarana	Rejuvenation and Aphrodisiacs	Kayachikitsa
12	Mano Vigyana evam Manasa Roga	Psychiatry	Kayachikitsa
13	Shalya	Surgery	Shalya Tantra
14	Shalakya	Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry	Shalakya Tantra
15	Panchakarma	Panchakarma	Panchakarma
16	Agada Tantra	Toxicology and Forensic Medicine	Agada Tantra.

The nomenclature of post-graduate degree in respective specialties shall be as under:-

Sl. No.	Nomenclature of specialty or degree	Abbreviation
1	2	3
Pre-clinical specialty		
1	Ayurveda Vachaspati – Ayurveda Samhita evum Siddhant	M.D. (Ayurveda)- Compendium and Basic Principles
2	Ayurveda Vachaspati – Rachana Sharira	M.D. (Ayurveda) - Anatomy
3	Ayurveda Vachaspati – Kriya Sharira	M.D. (Ayurveda) - Physiology
Para-clinical specialty		
4	Ayurveda Vachaspati – Dravyaguna Vigyana	M.D. (Ayurveda) - Materia Medica and Pharmacology
5	Ayurveda Vachaspati – Rasa Shastra evam Bhaishajya Kalpana	M.D. (Ayurveda) - Pharmaceuticals
6	Ayurveda Vachaspati – Roga Nidana evam Vikriti Vigyana	M.D. (Ayurveda)- Diagnostic procedure and Pathology

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Clinical specialty		
7	Ayurveda Dhanvantari – Prasuti evam Stri Roga	M.S. (Ayurveda)- Obstetrics and Gynecology
8	Ayurveda Vachaspati – Kaumarabhritya –Bala Roga	M.D. (Ayurveda)- Paediatrics
9	Ayurveda Vachaspati – Swasthavritta	M.D. (Ayurveda)- Social and Preventive Medicine
10	Ayurveda Vachaspati – Kayachikitsa	M.D. (Ayurveda)- Medicine
11	Ayurveda Vachaspati – Rasayana evam Vajikarana	M.D. (Ayurveda)- Rejuvenation and aphrodisiacs
12	Ayurveda Vachaspati – Mano vigyana evam Manasa Roga	M.D. (Ayurveda)- Psychiatry
13	Ayurveda Dhanvantari – Shalya	M.S. (Ayurveda)- Surgery
14	Ayurveda Dhanvantari – Shalakya	M.S. (Ayurveda)- Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry
15	Ayurveda Vachaspati – Panchakarma	M.D. (Ayurveda)- Panchakarma
16	Ayurveda Vachaspati – Agada Tantra	M.D. (Ayurveda)- Toxicology and Forensic Medicine

4. Eligibility For Admission

4.1 A person possessing the degree of Ayurvedacharya (Bachelor of Ayurveda Medicine and Surgery) from a recognised University or Board or medical institution specified in the Second Schedule to the Act and enrolled in Central or State register of Indian System of Medicine shall be eligible for admission in the post-graduate courses.

4.2 (i) There shall be a uniform entrance examination to all medical institutions at the post-graduate level namely, the All India AYUSH Post Graduate Entrance Test (AIA-PGET) for admission to post-graduate course in each academic year and shall be conducted by an authority designated by the Central Government.

(ii) In order to be eligible for admission to post-graduate courses for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'All India AYUSH Post Graduate Entrance Test (AIA-PGET)' held for the said academic year:

Provided that in respect of-

(a) candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the minimum marks shall be at 40th percentile;

(b) candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the minimum marks shall be at 45th percentile

for the General Category and 40th percentile for the Scheduled Castes, Scheduled Tribes and Other Backward Classes.

(iii) An all India common merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in the All India AYUSH Post Graduate Entrance Test (AIA-PGET) and the candidates, within the respective categories, shall be admitted to post graduate course from the said merit lists only.

(iv) The seat matrix for admission in the university shall be fifteen per cent. for the all India quota and eighty-five percent for the States.

(v) The designated authority for counseling for admission to post-graduate course in university shall be the respective State in accordance with the relevant rules as the case may be.

(vi) The counseling for all admissions to post-graduate course for seats under the all India quota as well as state quota shall be conducted by the authority designated by the Central / state Government.

(vii) No candidate who has failed to obtain the minimum eligibility marks as specified above shall be admitted to post-graduate course in the said academic year.

(viii) The university shall not admit any candidate to the post-graduate course in contravention of the criteria or procedure as laid down by the NCISM / state govt. rules regulations and the in respect of admissions.

4.3 The sponsored candidates if any shall also be required to possess the percentile of marks specified in clause (ii) of sub-regulation.

4.4 Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned department.”.

5. Duration of course and attendance

5.1 The student shall have to undergo study for a period of three years after the admission.

5.2 The student shall have to attend minimum seventy-five per cent. of total lectures, practical and clinical tutorials or classes to become eligible for appearing in the examination.

5.3 The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.

5.4 The student of clinical subject shall have to do resident duties in their respective departments and student of non-clinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.

5.5 The student shall attend special lectures, demonstrations, seminars, study tours and such other activities as may be arranged by the teaching departments.

5.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course.

5.7 Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.

6. Method of training.-

6.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Ayurveda

6.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.

6.3 The emphasis shall be given on intensive applied and hands on training.

6.4 The student shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.

6.5 In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.

6.6 The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of under-graduate students or interns in the respective subjects during the course of studies.

6.7 In the clinical training, the student shall have to acquire knowledge of independent work as a specialist.

6.8 In the specialties of Shalya, Shalakya and Prasuti - Stri Roga, the student shall undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

7. Dissertation.-

7.1 The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of the University, shall be submitted to the University within a period of six months from the date of admission to the post-graduate course.

7.2 If the student fails to submit the title of dissertation and synopsis within the period specified under sub-regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.

7.3 The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide

(if any). The University shall approve the synopsis not later than three months after submission of the synopsis.

7.4 A Board of Research Studies shall be constituted by the University for approving the title.

7.5 The University shall display the approved synopsis of dissertation on website.

7.6 The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Ayurveda system and the subject of the dissertation shall have relation with the subject matter of the specialty.

7.7 Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.

7.8 No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.

7.9 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.

7.10 The dissertation shall consist of critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion, and references cited in the dissertation shall be suitable for publication.

7.11 The dissertation shall consist of not less than forty thousand words.

7.12 The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words.

7.13 The guide or supervisor shall be a person of status of a Professor or Reader or Associate Professor.

7.14 Lecturer or Assistant Professor having five years University approved teaching experience in the subject concerned shall eligible for guide or supervisor.

7.15 Five copies of the bound dissertation along with a certificate from the supervisor or guide shall reach the office of the Registrar of the University four months before the final examination.

7.16 The dissertation shall be assessed by two external examiners and two internal examiners appointed by the University.

7.17 The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (17) and in case of disapproval by one external examiner, the dissertation shall be referred to third external examiner approved by the University concerned.

7.18 If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student shall resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.

7.19 The student shall be permitted to appear in the final examination of post-graduate degree course only after approval of the dissertation by the examiners.

7.20 Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned specialty.

7.21 If a para-clinical or pre-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under co-guide of a clinical teacher of the specialty concerned for preparing the thesis

8. Examination and assessment.-

8.1 The post-graduate degree course shall have two examinations in the following manner, namely:

- (a) the preliminary examination shall be conducted at the end of one academic year after admission;
- (b) the final examination shall be conducted on completion of three academic years after the admission to post-graduate course;
- (c) examination shall ordinarily be held in the month of June or July and November or December every year;
- (d) for being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
- (e) the student shall be required to obtain minimum fifty per cent. marks in practical and theory subjects separately to be announced as pass;
- (f) if a student fails in preliminary examination, he shall have to pass before appearing in the final examination;

- (g) if the student fails in theory or practical in the final examination, he can appear in the subsequent examination without requiring to submit a fresh dissertation;
- (h) the subsequent examination for failed candidates shall be conducted at every six months interval; and
- (i) the post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination.

8.2 The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist.

8.3 The clinical examination shall judge the competence of the student in Ayurveda and scientific literature of the specialty.

8.4 The *viva-voce* part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.

9. Subjects of examination.-

9.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely:-

Paper I- Research Methodology and Bio or Medical Statistics;

Paper II-Applied aspects regarding concerned subjects.

9.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under:-

- (a) study of literature related to specialty;
- (b) regular clinical training in the hospital for student of clinical subject
- (c) practical training of research work carried out in the department, for student of pre-clinical and para- clinical subject;
- (d) participation in various seminars, symposia and discussions; and
- (e) progress of the work done on the topic of dissertation.

9.3 The assessment of the work done by the students of first year post-graduate course during the first year as specified in sub-regulation (2) shall be done before the preliminary examination.

9.4 The final examination shall include dissertation, written papers and clinical or practical and oral examination.

9.5 There shall be four theory papers in each specialty and one practical or clinical and *viva-voce* examination in the concerned specialty or group of sub-specialties selected by the student for special study.

9.6 The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.

10. Mode of examination and appointment of examiner(s)-

10.1 The preliminary examination and final examination shall be held in written, practical or clinical and oral examination.

10.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and the final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.

10.3 A teacher with five years teaching or research experience in concerned subject or speciality shall be considered eligible for being appointed as an examiner.

11. Teacher- student ratio.-

The teacher-student ratio shall be in accordance to the regulations of NCISM, New Delhi.

12. Number of the Seats for the programe-

12.1 It will be decided by the university from time to time, as per the norms laid down by National Council of Indian System of Medicine (NCISM), New Delhi and Government of India.

12.2 The maximum number of students per year per specialty shall not exceed twelve.

13. Fee Structure:

13.1 Tuition Fees and such other fees approved by competent authority shall be payable yearly.

13.2 The Examination fee to be paid by a candidate shall be as per University norms for each examination or a part thereof

13.3 Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each year.

13.4 Fee, once paid and if student has started attending the classes, will not refundable In any case except for the caution money. In some cases of genuine hardship, the Vice- Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fees before the start of examination, the result of such student shall be withheld till all his dues are cleared.

13.5 The Fees of this Course shall be as decided by the board Management of the University and after the approval of M.P. Private University Regulatory Commission.

► **14. General Instructions:**

14.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

14.2 The subject to be studied in different year include lab work, practical, Implant training, project etc. shall be as per the course regulating authority, University Schemes, approved by Board of Studies of the University on the basis of Authority norms and the board Management of the University.

14.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues interpretation, this vice – Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of any or Dean and/ or all the Directors/ Dean of all Departments/Institution Schools. The decision of the Vice-Chancellor shall be final.

14.4 The reservation of SC/ST/OBC and other category candidates shall be applicable as per the norms of the state Government of Madhya Pradesh and/ or the Government of India.

14.5 The medium of Instruction and Examination shall be Hindi /English and Sanskrit.

ORDINANCE – 69**BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY
B.H.M.S.****HOMOEOPATHIC DEGREE PROGRAMME**

1. **Short title and commencement.** – (1) These regulations may be called National Commission for Homoeopathy (Homoeopathy Graduate Degree Course – Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)).

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.** – (1) In these regulations, unless the context otherwise requires, -

- (i) “Act” means the National Commission for Homoeopathy Act, 2020 (15 of 2020);
- (ii) “Annexure” means an Annexure appended to these regulations;
- (iii) “Appendix” means an Appendix appended to these regulations;
- (iv) “Commission” means the National Commission for Homoeopathy constituted under section 3 of this Act;
- (v) “Electives” means the course of study devised to enrich the educational expression of the student.

(2) Words and expressions used herein and not defined but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

3. **Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course.**– The Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) shall produce Graduates, having profound knowledge of Homoeopathy with contemporary advancement in the field, supplemented with knowledge of scientific and technological advancement in modern health science and related technology along with extensive practical training, be able to function as an efficient holistic health care practitioner in health care service in the urban and rural areas.

4. **Eligibility criteria for admission and manner of admissions.** –(1) The eligibility for admission in Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) Course shall be, namely:-

- (a) the candidate shall have passed 10+2 or its equivalent examination from any recognised Board with Physics, Chemistry, Biology and have obtained minimum of fifty percent. marks taken together in Physics, Chemistry and Biology/Biotechnology in case of student belonging to general category and forty percent. marks in case of student belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes:

Provided that in respect of person with disability specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the qualifying marks in the examinations shall be forty-five percent. in case of General category and forty percent. in case of the Scheduled Castes, Scheduled Tribes and Other Backward Classes.

- (b) Biology/Biotechnology studied as Additional Subject at 10+2 level also shall not be considered for such admission:
- (c) Candidate passed 10+2 from Open School or as Private candidate shall not be eligible to appear for National Eligibility-cum-Entrance Test.
- (d) No candidate shall be considered for admission in Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) Course unless the candidate attains the age of seventeen years on or before the 31st day of December of the year of admission in the first year of the Course;

- (2) There shall be a uniform Entrance Examination for all Homoeopathy Medical Institution namely National Eligibility-cum- Entrance Test (NEET) for admission to under-graduate course in medical institution in each academic year and shall be conducted by an authority designated by the National Commission for Homoeopathy:

Provided that for foreign national candidate, any other equivalent qualification approved by the Central Government may be allowed for admission and sub-regulation (2) of regulation 4 shall not be applicable in this behalf.

- (3) No candidate obtaining less than marks at 50th percentile in the National Eligibility-cum-Entrance Test for undergraduate course conducted for the said academic year shall be considered for such admission:

Provided that the candidate belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes obtain marks not less than 40th percentile and the candidate belonging to person with the disability as specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016) obtains the marks not less than 45th percentile in case of General category and not less than 40th percentile in case of the Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be considered for admission.

Provided further that the Commission may, in consultation with the Central Government lower the marks required for admission to undergraduate course for candidate belonging to respective category and marks so lowered by the Commission shall be applicable for that academic year.

- (4) An All-India common merit list as well as State-wise merit list of the eligible candidate shall be prepared on the basis of the marks obtained in the National Eligibility-cum-Entrance Test conducted for the academic year and the candidate within the respective category shall be considered for admission to undergraduate course from the said merit list.
- (5) The seat matrix for admission in the Government institution, Government-aided institution and private Institution shall be fifteen percent. for all-India quota and eighty-five percent. for the State quota and Union territory quota as the case may be:

Provided that, -

- (a) the all India quota for the purpose of admission to the Deemed University both Government and private shall be hundred percent;
- (b) The university and institute having more than fifteen percent. all India quota seat shall continue to maintain that quota;
- (c) five percent. of the annual sanctioned intake capacity in Government and Government aided institution shall be filled up by candidate belonging to persons with disability as specified under the provisions of the Rights of Persons with Disabilities Act, 2016 (49 of 2016)

Explanation.- For the purposes of this regulation, the specified disability contained in the Schedule to the Rights of Persons with Disabilities Act, 2016 (49 of 2016) specified in *Appendix "A"* and the eligibility of candidate to pursue a course in Homoeopathy with specified disability shall be in accordance with the guidelines specified in *Appendix "B"*.

- (6) The designated authority for counseling of State and Union territory quota for admission to undergraduate course in medical institution in State and Union territory including institution established by the State Government, University, Trust, Society, Minority Institution, Corporation or Company shall be the respective State or Union territory in accordance with the applicable rules and regulations of the concerned State or Union territory, as the case may be.
- (7) (a) The counselling for admission to Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) course for seats under all India quota as well as the all-medical institution established by the Central Government shall be conducted by the authority designated by the Central Government in this behalf;
- (b) The counselling for admission to Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) Course for hundred percent. seats of Deemed University both Government and Private shall be conducted by the authority designated by the Central Government, in this behalf.
- (8) The admission shall be done;-
- (a) through counseling except foreign nationals;
 - (b) by any means other than manner specified in these regulations shall not be approved and any institution found admitting the students in contravention of the provisions of these regulations shall be denied permission for taking admission for subsequent academic year;

- (c) the medical institution shall have to submit the list of admitted students in the format decided by the Commission on or before six p.m. on the cutoff date for admission decided by it from time to time for verification;
- (d) the medical institution shall approve the admission of the candidate except foreign national who has been allotted seat through counseling (Central, State or Union territory, as the case may be).
- (9) The candidate who fails to obtain the minimum eligibility marks as referred to under sub-regulation (3) shall not be admitted to undergraduate course in the said academic year.
- (10) No authority or medical institution shall admit any candidate to the under-graduate course in contravention of the criteria or procedure specified in these regulations and any admission made in contravention of these regulations shall be cancelled by the Commission forthwith.
- (11) The authority or medical institution which grants admission to any student in contravention of the provisions of these regulations shall be dealt as specified under the Act.
- (12) The medical institution shall send the list of admitted students to the Commission within one month of his admission and the Commission may verify the medical institution to ensure the compliance of the provisions of the regulations at any time.
5. **Duration of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course** -The duration of the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course shall be five years and six months as specified in the table below, namely:-

Table-1

Serial Number	Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course	Duration
(1)	(2)	(3)
(1)	First Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)	Eighteen Months;
(2)	Second Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)	Twelve Months;
(3)	Third Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)	Twelve Months;
(4)	Fourth (Final) Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)	Twelve Months;
(5)	Compulsory Rotatory Internship	Twelve Months.

6. **Degree to be awarded.** -The candidate shall be awarded Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Degree after passing all the examinations and completion of the laid down course of study extending over the laid down period and the compulsory rotatory internship extending over twelve months.
7. **Pattern of study.** -The Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course shall consist of main programme and electives and the pattern of study shall follow the following manner, namely:-
- (1) Main programme :-
- (a) after admission, the student shall be inducted to the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course through a Foundation Programme not less than ten working days/sixty hours based on the 'Content for Foundation programme' which intends to introduce newly admitted student to Homoeopathy system of medicine and skills required to make him well aware of the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course he is going to undergo for next five years and six months.
- (b) during the Foundation Programme, the student of Homoeopathy shall learn history of Homoeopathy, get oriented with development of homoeopathic science across the globe, understanding on improvising interpersonal communication skills, management of stress and time, basic life support and first-aid along with other subjects as per syllabus specified in Annexure -I

- (c) total teaching hours for first professional session shall be not less than two thousand one hundred and six (2106) while for second, third and fourth professional session, a minimum of one thousand four hundred and four (1404) hours teaching in each professional session to complete.
- (d) working hour may be increased by the University or medical institution as per requirement to complete the stipulated period of teaching and requisite activity.

Explanation. - For the purposes of this sub-regulation, -

- (a) "Lectures" means Didactic teaching such as classroom teaching,
- (b) Non – lecture includes Practical or Clinical and Demonstrative teaching and the Demonstrative teaching includes Small group teaching or Tutorials or Seminars or Symposia or Assignments or Role play or Drug Picture presentation or Pharmacy training or Laboratory training or Dissection or Field visits or Skill lab training or Integrated learning or Problem based learning or Case based learning or Early clinical exposure or Evidence based learning etc. as per the requirement of the subject and in Non-lectures, the Clinical or Practical part shall be seventy percent. and demonstrative teaching shall be thirty per cent.
- (e) new department and subject like fundamentals of Psychology, Yoga, essentials of Modern Pharmacology and Research Methodology and Biostatistics are introduced in degree course to provide holistic and integrated knowledge of the health science along with development of research aptitude.
- (f) the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course shall consist of following Departments/Subjects, namely :-

Table 2

Serial Number	Name of Department
(1)	(2)
1	Homoeopathic Materia Medica;
2	Organon of Medicine and Homoeopathic Philosophy and Fundamentals of Psychology;
3	Homoeopathic Pharmacy;
4	Homoeopathic Repertory and Case Taking;
5	Human Anatomy;
6	Human Physiology and Biochemistry;
7	Forensic Medicine and Toxicology;
8	Pathology and Microbiology;
9	Community Medicine, Research Methodology and Biostatistics;
10	Surgery;
11	Gynaecology and Obstetrics;
12	Practice of Medicine with Essentials of Pharmacology;
13	Yoga for health promotion;

- (g) The following subjects shall be taught in first professional session as per the syllabus laid down by Homoeopathy Education Board and approved by the Commission, namely:-

Table-3

Serial Number	Subject Code	Subject
(1)	(2)	(3)
1	HomUG-HMM-I	Homoeopathic Materia Medica;
2	HomUG-OM-I	Organon of Medicine and Homoeopathic philosophy and Fundamentals of Psychology;
3	HomUG-R-I	Homoeopathic Repertory and case taking;
4	HomUG-HP	Homoeopathic Pharmacy;
5	HomUG-AN	Human Anatomy;
6	HomUG-PB	Human Physiology and Biochemistry;
7	HomUG-Yoga I	Yoga for health promotion.

- (h) The second professional session shall ordinarily start after completion of first professional examination and the following subjects shall be taught as per the syllabus laid down by the Homoeopathy Education Board and approved by Commission, namely: -

Table-4

Serial Number	Subject Code	Subject
(1)	(2)	(3)
1.	HomUG-HMM-II	Homoeopathic Materia Medica;
2.	HomUG-OM-II	Organon of Medicine and Homoeopathic Philosophy;
3.	HomUG-R-II	Homoeopathic Repertory and case taking;
4.	HomUG-FMT	Forensic Medicine and Toxicology;
5.	HomUG-Path M	Pathology and Microbiology;
6.	HomUG-Sur-I	Surgery;
7.	HomUG-ObGy-I	Gynecology & Obstetrics;
8.	Hom-UG PM-I	Practice of Medicine;
9.	HomUG-Yoga-II	Yoga for health promotion.

- (i) The third professional session shall ordinarily start after completion of second professional examination and following subjects shall be taught as per the syllabus laid down by Homoeopathy Education Board and approved by the Commission, namely: -

Table-5

Serial Number	Subject Code	Subject
(1)	(2)	(3)
1	HomUG-HMM-III	Homoeopathic Materia Medica;
2	HomUG-OM-III	Organon of Medicine and Homoeopathic Philosophy;
3	HomUG-R-III	Homoeopathic Repertory and case taking;
4	HomUG-PM-II	Practice of Medicine ;
5	HomUG-Mod.Pharm	Essentials of Pharmacology;
6	HomUG-Sur-II	Surgery;
7	HomUG-ObGy-II	Gynecology and Obstetrics;
8.	HomUG-CM-I	Community Medicine ;
9.	HomUG-Yoga -III	Yoga for health promotion;

(j) The fourth professional session shall ordinarily start after completion of third professional examination and following subject shall be taught as per the syllabus laid down by Homoeopathy Education Board and approved by the Commission, Namely:-

Table-6

Serial Number	Subject Code	Subject
(1)	(2)	(3)
1	HomUG-HMM-IV	Homoeopathic Materia Medica;
2	HomUG-OM-IV	Organon of Medicine and Homoeopathic Philosophy;
3	HomUG-R-IV	Homoeopathic Repertory and case taking;
4	HomUG-PM-III	Practice of Medicine;
5	HomUG-CM-RM-Stat-II	Community Medicine, Research Methodology and Biostatistics;
6	HomUG-Yoga - IV	Yoga for health promotion.

(k) Clinical training. -Clinical training of the student shall start from the first professional session after second term and subject related clinical training shall be provided in the attached hospital by the concerned faculty and department in non-lecture hour as per the requirement of the subject as mentioned below-

- (i) During first professional session, clinical training shall be provided in Outpatient Department (OPD), Inpatient Department (IPD), community and peripheral clinics and clinical exposure may also be arranged through appropriate audio-visual media or simulated patient.
- (ii) Students shall be placed in Hospital Pharmacy to get familiar with prescription patterns, medicine names, dosage, dispensing of medicines etc.
- (iii) During second, third and fourth professional session, clinical training shall be provided through the specialty Outpatient Department (OPD) and Inpatient Department (IPD), peripheral Outpatient Departments (OPDs) and community posting wherein teacher of the above departments shall be consultant. The students shall be involved in screening patients in Outpatient Department (OPD); case taking, analysis, evaluation and totality of symptoms, clinical examination, repertorisation and investigation including Radiology, Hematology and Pathology Laboratory and prescription writing.
- (iv) Training/ orientation on add on therapy: Training for Yoga, Physiotherapy and diet and nutrition shall be provided to the student by the concerned professional.
- (v) Clinical training shall be on rotation basis as per the non-lecture/clinical batches and in accordance with the clinical/ non-lecture teaching hour stipulated for the following subjects, namely: -
 - (A) Homoeopathic special and general Outpatient Department (OPD) and Inpatient Department (IPD), peripheral Outpatient Department (OPD), community Outpatient Department (OPD), with compulsory repertorisation through software.
 - (B) Practice of Medicine: Outpatient Department (OPD), Inpatient Department (IPD) and specialty clinics like Pediatrics, Pulmonology, Cardiology, Nephrology, Gastroenterology, Dermatology, Psychiatry, Oncology or any other, functioning under the department, in attached hospital/Super specialty hospital with Memorandum of Understanding (MoU).
 - (C) Surgery: Eye, Ear Nose Throat (ENT), Dental Outpatient Department and any other related specialty clinics; Operation Theater Unit, Preparation room, postoperative recovery room, Sterilization, wound care & infection control, bio-waste management and any specialty units in the attached hospital/Super specialty hospital with Memorandum of Understanding (MoU).
 - (D) Gynecology and Obstetrics: Outpatient Department (OPD), Inpatient Department (IPD), Labour room, procedural room, and other related specialty clinics for reproductive, mother & child health, if any.

- (E) Department of Community Medicine will provide training through specialty clinics, adopted villages /health programmes i.e. awareness camps, campaigns and public health programs and Inpatient Department (IPD) for waste management, prophylaxis and health education programs. Inpatient Department (IPD) Nutritional assessment and diet requirement of cases admitted in Inpatient Department (IPD) shall be determined by the dietitian of the Hospital. Awareness about nutritional disorders and balanced diet shall be included in the training programme.
- (F) Clinical Outpatient Department (OPD), Inpatient Department (IPD) and clinics functioning under School Health programme .
- (vi) Clinical training for the fourth professional session shall be provided in Outpatient department (OPD), Inpatient department (IPD), and Physiotherapy room in accordance with the requirement of subject, and shall be on rotation basis as per the non-lecture/clinical batches and also in accordance with the clinical/ non-lecture teaching hour stipulated for the following subjects, namely: -
 - (A) General and special Homoeopathic Outpatient Department (OPD) and Inpatient Department (IPD)
 - (B) Emergency/Casualty department in hospital
 - (C) Skill lab in hospital;
 - (D) Practice of Medicine: Outpatient Department (OPD), Inpatient Department (IPD) and specialty clinic (Pediatrics, Pulmonology, Cardiology, Nephrology, Gastroenterology, Dermatology, Psychiatry, Oncology) functioning under the department if any, in attached hospital /Super speciality hospital with Memorandum of Understanding (MoU).
- (2) Electives- (a) It constitutes an optional course of study devised to enrich the educational experience of the student and each discipline has distinctive requirements not adequately covered by the regular courses.
 - (b) The Electives shall be conducted as an online programme by the Commission:
 - (i) Each student from first professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course to third professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course shall opt two electives in each academic year.
 - (ii) The electives shall start from the second term of first professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course.
 - (iii) One elective shall be compulsory in each professional year for student and he may select any one elective from the list provided by the Commission for a particular professional year.
 - (iv) Completion of two electives shall be compulsory for passing the respective academic year.
 - (v) Each elective may vary in terms of duration of the academic year but shall be available and divided into component of approximately two or more hours and the content or presentation shall be hosted on the online portal of the commission.
 - (vi) Each component shall comprise an audio-visual component in the form of lecture/demonstration, some suggested reading material/activity and an assessment.
 - (vii) The student may progress from one component to the next after satisfactorily completing each assessment.
 - (viii) At the end of each elective, the commission shall issue an elective completion certificate online to the student and the certificate, having the grade, shall be submitted to the medical institution authority as proof of completing the electives and same shall be sent to affiliating university.
 - (ix) The student who fails to complete the electives shall not be allowed to appear in annual university examination.
 - (x) The commission shall provide a unique number to the student to log in the portal.

8. Methodology for supplementing modern advancement, research and technology in Homoeopathy (SMART-Hom.).-

- (1) To accomplish the supplementation of modern advancement, scientific and technological developments in Homoeopathy System of Medicine, all the thirteen departments as mentioned in table 2 of regulation 7, shall be supplemented, enriched and updated with relevant and appropriate advancement or development in the area of diagnostic tools, conceptual advancement and emerging areas as under-
 - (a) Innovations or advancement or new development in basic sciences like Biology, Chemistry, Physics, Mathematics, Microbiology, Bioinformatics, Molecular biology etc.;
 - (b) Diagnostic advancements;
 - (c) Pharmaceutical technology including quality and standardization of drugs, drug development etc.;
 - (d) Teaching, Training methods and Technology;
 - (e) Research Methods, Parameters, Equipment and Scales etc.;
 - (f) Technological automation, software, artificial Intelligence, digitalisation, documentation etc.;
 - (g) Biomedical advancements;
 - (h) Medical equipment;
 - (i) Any other innovations, advancement, technologies and development useful for understanding, validating, teaching, investigation, diagnosis, treatment, prognosis, documentation, standardisation and conduction of research in Homoeopathy.
- (2) There shall be multidisciplinary Core Committee constituted by the Commission for the purpose of supplementation of modern advancement, scientific and technological developments in Homoeopathy, that identify the advancement and developments that are suitable and appropriate to include in anyone or multiple departments.
- (3) There shall be an Expert Committee for each department constituted by Commission, to define and suggest the method of adaptation and incorporation of the said advancement and developments and also specify the inclusion of the same at undergraduate or postgraduate level and the expert committee shall develop detailed methodology for usage, standard operating procedure and interpretation as required.
- (4) Teaching staff, practitioner, researcher, student and innovator etc. may send his suggestions through a portal specified by National Commission for Homoeopathy regarding supplementation of modern advancement, scientific and technological development in Homoeopathy and suggestion shall be placed by Homoeopathy Education Board before core committee for consideration.
- (5) The modern advancement shall be incorporated with due interpretation of the said advancement based on the principles of Homoeopathy, supported by the studies and after five years of inclusion of such advancement in syllabus, they shall be considered as part of Homoeopathy syllabus.
- (6) Once Core Committee approves the recommendations of the Expert Committee, National Commission for Homoeopathy shall direct the Homoeopathy Education Board, to include the same in curriculum of undergraduate or postgraduate course as specified by the Expert Committee and the Commission shall issue guidelines or if required to conduct orientation of teacher for incorporation of the recommended modern advancement or scientific and technological development.
- (7) (a) There shall be a 'Core Committee for each' department comprising of the following persons, namely -
 - (i) President, Homoeopathy Education Board—Chairman;
 - (ii) four experts from Homoeopathy (one expert from Materia Medica, Organon of Medicine, Repertory and Practice of Medicine)—members;
 - (iii) one expert (either retired or in service) each from Central Council for Research in Homoeopathy (CCRH), National Institute of Homoeopathy

(NIH), pharma industry, public health – member;

(iv) one educational technologist–member;

(v) Member of Homoeopathy Education Board–Member Secretary:

Provided that the core committee may co-opt an expert as per the needs and with permission of the Commission.

- (b) Terms of reference. – (i) The term of the Committee shall be three years;
- (i) The committee shall meet at least twice in a year.
- (ii) The committee shall identify any modern advancement, scientific and technical development as specified in the sub-regulation (1) of regulation for; -
- (A) understanding of validating conduction of research activities in Homoeopathy;
- (B) diagnosis or prognosis in a specific clinical condition and treatment;
- (C) teaching and training;
- (D) health care services through Homoeopathy.
- (iii) The committee shall ensure the applicability of the identified modern advancements or scientific and technical development to basic principles of Homoeopathy with the help of the four expert members of Homoeopathy.
- (iv) The Core Committee shall identify and recommend suitable expert for the Expert Committee to develop methodology for identification of modern advancement or development.
- (v) The Core Committee shall suggest the application of the advancements or developments in terms of its usage in specific department or to incorporate in under-graduate or post-graduate syllabus etc. as the case may be.
- (vi) The Core Committee shall identify the outdated part of the modern science and technology and suggest the Commission to replace it with the appropriate modern advancements.
- (8) (a) There shall be an expert committee for each department consisting of the following persons namely:-
- (i) Subject Expert as recommended by Homoeopathy Education Board– Chairman;
- (ii) Two experts from relevant Homoeopathy subjects, one from under graduate (UG) and one from post graduate (PG) –members;
- (iii) One expert from relevant modern subject–member;
- (iv) One expert from teaching technology –member:

Provided that the Expert Committee may co-opt concerned expert in accordance to the selected area with the permission of the Commission.

- (b) Terms of reference. –
- (i) the term of the Expert Committee shall be three years;
- (ii) The Expert Committee shall meet as many times as per the direction of the Commission;
- (iii) The Expert Committee shall work on the suggestion from the core committee and decide how to incorporate it in the syllabus, its mode of teaching (i.e., lecture/non-lecture) and the assessment with the help of educational technologist, experts;
- (iv) The Expert Committee shall first understand the application of modern advancement that are identified to incorporate and its relevance to the basic principles of Homoeopathy;
- (v) The Expert Committee shall also identify the need of advance technology in Homoeopathy particular to that vertical and identify the suitable technology and recommend its usage along with the standard operating procedure or methodology;

- (vi) The Expert Committee shall suggest Core Committee regarding the modern advancement and technology to be included at undergraduate or post graduate level.

9. General guidelines for examinations, results and re-admission.-

- (1) The University or agencies empowered by the Commission shall conduct examination for the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Course.
- (2) The examining body shall ensure the minimum number of hours for lectures or demonstrations or practical or seminars etc. in the subject in each Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) examination as specified in these regulations are followed, before allowing medical institution to send the student for university examination.
- (3) The examining body shall ensure that the student of the medical institution, who does not fulfill the criteria laid down in these regulations are not sent for the university examination.
- (4) Each student shall be required to maintain at least seventy five percent. attendance in each subject in theory/lecture hours/ practical and clinical / non-lecture hours separately for appearing at examination.
- (5) Where the medical institution is maintaining physical register, it shall be recorded in cumulative numbering method as per Annexure-III and at the end of the course/ term/ part of the course, after obtaining each student signature, the same shall be certified by respective Head of the Department and approved by Head of the institute.
- (6) The approved attendance shall be forwarded to the concerned university.
- (7) Internal assessment examinations to be conducted by medical institution during first, second, third and fourth Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) professional year.
- (8) The weightage of internal assessment shall be ten percent. of the total marks specified for each subject for main university examination and internal assessment shall be in the forms of practical only.
- (9) Internal assessment examination shall include one periodic assessment and one term test in each term of six months.
- (10) It is compulsory for every student to pass with minimum fifty percent. marks in the internal assessment examination prior to filling the final university examination form of the respective professional year and Head of medical institution shall send the marks of internal assessment and term test to the university prior to final examination of any professional year.
- (11) There shall be no separate class for odd batch student (those students who could not keep the term) and the student must attend the class along with regular batch or with junior batch as applicable.
- (12) To become eligible for joining the Compulsory Rotatory Internship programme, a student must pass all four professional examinations and qualified in six electives and the entire course of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) including internship shall be completed within a period of maximum ten years.
- (13) The theory examination shall have ten percent. marks for Multiple Choice Questions (MCQ), forty per cent. marks for Short Answer Questions (SAQ) and fifty percent. marks for Long Explanatory Answer Questions (LAQ) and these questions shall cover the subject widely.
- (14) Each theory examination shall be of three hours duration.
- (15) The minimum marks required for passing the examination shall be fifty percent. in theory component and fifty percent. in practical component including practical, clinical, viva-voice, internal assessment and electives wherever applicable separately in each subject.
- (16) Electives shall be assessed in terms of attendance and assessment by grading as following, namely: -
 - (a) Grading shall be only for two electives per professional session and mentioned in the certificate obtained by the student after online teaching and assessment.
 - (b) Grading shall be mentioned in the University mark sheet of student.
 - (c) The examination branch of the institution shall compile the grade of electives obtained by student and submit to university through the head of institution so that the University shall add the same to final mark sheet of the student.

- (17) Grading of electives shall be assessed as following, namely :-
- (a) Electives shall be assessed online by the resource person who has prepared the contents of elective and assessed to the student.
 - (b) The following points shall be taken in to consideration for grading , namely:-
 - (i) Depth of problem definition – 15%
 - (ii) Extent of work undertaken – 20%
 - (iii) Innovation – 15%
 - (iv) Logical and integrated way of presentation – 20%
 - (v) Quality of learning derived – 20%
 - (vi) Adequacy of references undertaken – 10%
 - (c) The final grades would be as follows, namely: -
 - (i) "A" – Excellent (above 70%)
 - (ii) "B" – Good (above 60 %)
 - (iii) "C" – Average (around 50%)
 - (iv) "D" – below average (around 40%)
 - (v) "E" – Poor (below 40%)
 - (d) The student shall have to secure at least 'C' grade in all the electives in order to pass the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course.
- (18) The examining body shall hold examinations on such date and time as the examining body may determine and the theory and practical examination shall be conducted on the center approved by the examining body.
- (19) There shall be a regular examination and a supplementary examination in a year and the supplementary examination shall be conducted within three months of declaration of results of regular examination including issuance of mark sheets.
- (20) A candidate obtaining sixty percent. and above marks shall be awarded first class in the subject and seventy five percent. and above marks shall be awarded distinction in the subject.
- (21) The award of class and distinction shall not be applicable for supplementary examination.
- (22) For non-appearance in an examination, a candidate shall not have any liberty for availing additional chance to appear at that examination.
- (23) Any Diploma/Degree qualification, at present included in Schedule II and Schedule III of the Homoeopathy Central Council Act 1973 (59 of 1973) where nomenclature is not in consonance with these regulations shall cease to be recognised medical qualification when granted after commencement of these regulations. However, this clause will not apply to the students who are already admitted to these courses before the enforcement of these regulations.
- (24) (a) No person shall be appointed as an external or internal examiner or paper setter or moderator in any of the subjects of the Professional examination, leading to and including the final Professional examinations for the award of the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) degree unless he has taken at least three years previously, a M.D.(Hom.) degree of a recognised university or an equivalent qualification in the particular subject as per recommendation of the Commission on teachers' eligibility qualification and has had at least three years of teaching experience in the subject concerned in a college affiliated to a recognised university at a faculty position.
- (b) Non-medical scientist engaged in the teaching of medical students as full time teacher, may be appointed examiner in his concerned subject provided he possess requisite Post Graduate qualification and three-year teaching experience of medical students after obtaining his postgraduate qualifications:
- Provided further that the fifty percent. of the examiner (Internal and External) shall be from the medical qualification stream.
- (c) A university having more than one college shall have separate set of examiner for each college, with internal examiner from the concerned college.

- (d) In a state where more than one affiliating university is existing, the external examiner shall be from other university.
- (e) External examiner shall rotate at an interval of two years.
- (f) Any fulltime teacher with teaching experience of not less than three years in a concerned subject in a Homoeopathic Medical Institution shall be appointed internal / external examiner by rotation in his subject.

10. University examination. – (1) First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination:

- (a) The student shall be allowed to appear for the First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination provided that he has required attendance as per clause (4) of regulation 9 of head of the medical institution.
- (b) The process of conduction of examination and declaration of the results of First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) shall be completed between seventeen to eighteen Months from the date of admission.
- (c) In order to be declared as "Passed" in First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination, a candidate shall have to pass all the subjects of university examination including the internal assessments examination.

(2) Second Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Examination:

- (a) No candidate shall be allowed for the Second Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination unless he has passed all the subjects of First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination and has required attendance as specified in sub section (4) of regulation 9.
- (b) The process of conduction of examination and declaration of results of Second Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination shall be completed between twenty nine to thirty Months from the date of admission.
- (c) In order to be declared "Passed" in the Second Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination, a candidate shall have to pass all the subjects of university examination including the internal assessment examination.

(3) Third Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Examination:

- (a) No candidate shall be allowed for the Third Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination unless he has passed all the subjects of the Second Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination and has required attendance as specified in sub section (4) of regulation 9.
- (b) The process of examination conduction and results of Third Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) shall be completed between forty one to forty two month from the date of admission.
- (c) In order to be declared as "Passed" in the Third Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination, a candidate shall have to pass all the subjects of university examination including the internal assessment examination.

(4) Fourth Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Examination:

- (a) No candidate shall be allowed for the Fourth Bachelor of Homoeopathic Medicine and Surgery examination unless he has passed all the subjects of Third Bachelor of Homoeopathic Medicine and Surgery examination and has required attendance as specified in sub section (4) of regulation 9.
- (b) The process of conduction of examination and declaration of result of Third Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) examination shall be completed between fifty three to fifty four Month from the date of admission.
- (c) In order to be declared as "Passed" in the Fourth Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) examination, a candidate shall have to pass all the subjects of University examination including the internal assessment examination.

Result : (a) The examining body shall ensure to publish the results within one month from the last date of examination so that student can complete the course in five and half year after admission.

- (b) Who passes in one or more subjects need not to appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
- (c) Notwithstanding contained in the foregoing regulations, the student shall be allowed the facility to keep term on the following conditions:
 - (i) The candidate shall pass First Bachelor of Homoeopathic Medicine and Surgery examination in all the subjects at least one term of six months before he is allowed to appear at the Second Bachelor of Homoeopathic Medicine and Surgery examination.
 - (ii) The candidate shall have to pass the Second Bachelor of Homoeopathic Medicine and Surgery examination at least one term of six months before he is allowed to appear at the third Bachelor of Homoeopathic Medicine and Surgery examination.
 - (iii) The candidate must pass the Third Bachelor of Homoeopathic Medicine and Surgery examination at least one term of six months before he is allowed to appear at the Fourth Bachelor of Homoeopathic Medicine and Surgery examination.
- (d) The student who has not passed any of the four professional examinations even after exhausting all four attempts, shall not be allowed to continue his Course:

Provided that in case of any unavoidable circumstances, the vice Chancellor of the concerned university may provide two more chances in any one of four professional examination.
- (e) The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the commission and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- (f) The university or examining authority shall have the discretion to award grace marks not exceeding to ten marks in total if a student fails in one or more subjects.

11. **Assessment.**-Assessment of students shall be in the form of Formative and Summative Assessments as under-

- (1) **Formative Assessment.** - Student shall be assessed periodically to assess his performance in the class, determine the understanding of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) course material and his learning outcome in the following manner, namely: -
 - (a) Periodical Assessment shall be carried out in practical and at the end of teaching of a topic or module or a particular portion of syllabus and the following evaluation method may be adopted as appropriate to the content, namely:-

Table -7

Serial Number	Evaluation Method
(1)	(2)
1.	Practical/Clinical Performance;
2.	Viva Voce;
3.	Open Book Test (Problem based);
4.	Summary Writing (Research Papers or Synopsis);
5.	Class Presentations; Work Book Maintenance;
6.	Problem based Assignment;

7.	Objective Structured Clinical Examination (OSCE), Objective Structured Practical Examination (OPSE), Mini Clinical Evaluation Exercise (Mini-CEX), Direct Observation of Procedures (DOP), Case Based Discussion (CBD)
8.	Extra-curricular activities, (Social work, Public awareness, Surveillance or Prophylaxis activities, Sports or Other activities which may be decided by the Department);
9.	Small Project.

(b) (i) First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) course : There shall be minimum three periodical assessments for each subject (ordinarily at 4th, 9th, and 14th month) and two term test (ordinarily at 6th and 12th month) followed by final University examination.

(ii) Second, Third and Fourth Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) course: There shall be minimum two periodical assessments at 4th and 9th month and one term examination at 6th month followed by final university examination.

(iii) The scheme and calculation of assessment shall be as per the following tables, namely:-

Table-8

[Scheme of Assessment (Formative and Summative)]

Serial Number	Professional Course	Duration of Professional Course			
(1)	(2)	(3)			
		First Term	Second Term	Third Term and University exam	
		(a)	(b)	(c)	
(1)	First Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)	First PA and First TT-1	Second PA and Second TT-2	Third PA	First Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) Exam (FUE)
		First Term	Second Term and University exam		
(2)	Second Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)	First PA and First TT-1	Second PA	Second Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) exam (FUE)	
(3)	Third Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)	First PA and First TT	Second PA	Third Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) exam (FUE)	
(4)	Fourth (Final) Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)	First PA and First TT	Second PA	Fourth (Final) Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) exam (FUE)	

PA: Periodical Assessment; TT: Term Test; FUE: Final University Examinations; B.H.M.S: (Bachelor of Homoeopathic Medicine and Surgery).

(2) Summative Assessment. –

- (a) Final University examinations conducted at the end of each professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) course shall be the Summative Assessment.
- (b) There shall be double evaluation system and shall be no provision for revaluation.
- (c) There shall be two examiners (one internal and one external) for university practical/clinical/viva voce examinations for hundred marks and it shall increase to four (two internal and two external) for two hundred marks.
- (d) During supplementary examination for two hundred marks, if students are less than fifty then examination can be conducted by one internal and one external examiner but if students are more than fifty, then four examiners are required (two internal and two external examiner).
- (e) While declaring the result of Summative Assessment, Internal Assessment component shall be considered as per the distribution of marks pattern provided in Table-10, Table-12, Table-14 and Table-16.

12. The Profession wise Subjects, Number of Papers, Teaching Hours and Marks Distribution shall be as specified in the Tables below namely: -

Table -09

First Year Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) (3 terms)			
(1) Subject	Number of teaching hours		
	(2)		
	Lectures (a)	Non- Lectures (b)	Total (c)
Hom UG-OM-I	180	100	280
Hom UG-AN	325	330	655
Hom UG-PB	325	330	655
Hom UG-HP	100	110	210
Hom UG-HMM-I	120	75	195
Hom UG-R-I	21	-	21
HomUG-Yoga-I	-	30	30
Total	1071	975	2046
Foundation Course=10 Working days (60hours) Teaching Hours :2046			

Table – 10

Marks distribution First Year Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)									
Serial Number	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
(1)	(2)	(3)	(4)	(5)					(6)
				Practical/ Clinical	Viva	IA	Electives grade	Sub total	
				(a)	(b)	(c)	(d)	(e)	
1	HomUG-OM-I	1	100	50	40	10	Elective I - Elective II-	100	200
2	HomUG-AN	2	200	100	80	20		200	400

Table-11**Table-12**

Marks distribution of Second Year Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S)									
Serial Number	Subject Code	Papers	Theory	Practical Clinical	Practical or Clinical Assessment				
					(6)				
(1)	(2)	(3)	(4)	(5)	Viva	Electives Grade	IA	Sub Total	Grand Total
					(a)	(b)	(c)	(d)	(e)
1.	HomUG-HMM-II	1	100	50	40	Electives I- Electives II-	10	100	200
2.	HomUG-OM-II	1	100	50	40		10	100	200
3.	HomUG-FMT-I	1	100	50	40		10	100	200
4.	HomUG-Path M	2	200	100	80		20	200	400
	Grand Total								1000

Marks Distribution of Third Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Subjects									
Serial Number	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
(1)	(2)	(3)	(4)	(5)					(6)
				Practical or Clinical	Viva	Electives grade	IA	Sub Total	
				(a)	(b)	(c)	(d)	(e)	
1	HomUG-HMM-III	1	100	50	40	Elective I - Elective II-	10	100	200
2	HomUG-OM-III	2	200	100	80		20	200	400
3	Hom-UG-R-III	1	100	50	40		10	100	200
4	Hom-UG Sur-II	2	200	100	80		20	200	400
5	Hom-UG ObGy-II	2	200	100	80		20	200	400
6	Hom-UG-CM	1	100	50	40		10	200	200
	Grand Total								1800

Table-15

Fourth Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) (2 terms)				
Teaching hours=1404				
Serial number	Subject Code	Number of teaching hours		
(1)	(2)	(3)		
		Lectures	Non-Lectures	Total
		(a)	(b)	(c)
1	HomUG-HMM-IV	200	83	283
2	HomUG-OM-IV	100	75	175
3	HomUG-R-IV	60	120	180
4	HomUG-PM-III	300	300	600
5	HomUG-CM II including RM-stat	71	75	146
6	HomUG-Yoga-II	-	20	20
	Total	731	673	
Grand Total				1404

Table-16

Marks Distribution of Fourth Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Subjects)								
Serial Number	Subject Code	Papers	Theory	Practical or Clinical Assessment				Grand Total
(1)	(2)	(3)	(4)	(5)				(6)
				Practical or Clinical	Viva	IA	Sub Total	
				(a)	(b)	(c)	(d)	
1	HomUG-HMM-IV	2	200	100	80	20	200	400
2	HomUG-OM-IV	1	100	50	40	10	100	200
3	HomUG-R-IV	1	100	50	40	10	100	200
4	HomUG-PM-III	3	300	100	80	20	200	500
5	HomUG-CM-RM- STAT	1	100	50	40	10	200	200
6	HomUG-Ess. of Pharmacology	1	50		40	10	50	100
	Grand Total							1600

- 13. Migration of students during the study:** -(1) The student may be allowed to take migration to continue his study in another medical institution after passing the first professional examination, but the student who fails in such examination shall not be considered for transfer and mid-term migration.
- (2) For migration, the students shall have to obtain the mutual consent of both Medical Institution and University and it shall be against the vacant seat.
 - (3) Migration from one Medical Institution to other is not a right of a student.
 - (4) Migration of students from the Medical Institution to another Medical Institution in India shall be considered by the Commission only in exceptional cases on compassionate ground, if following criteria are fulfilled and routine migrations on other grounds shall not be allowed;
 - (a) Medical Institution at which the student is studying present and Medical Institution to which migration is sought are recognised as per provisions of Commission.
 - (b) The applicant shall submit his application in the Form- 3 for migration, complete in all respects, to the Medical Institution within a period of one month of passing (declaration of result) the first professional Bachelor of Homoeopathic Medicine and Surgery examination.
 - (c) The applicant shall submit an affidavit stating that he shall pursue twelve months of prescribed study before appearing at second professional Bachelor of Homoeopathic Medicine and Surgery examination at the transferee college, which shall be duly certified by the Registrar of the concerned University in which he is seeking transfer and the transfer shall be effective only after receipt of the affidavit.
 - (d) Migration during internship training shall be allowed on extreme compassionate grounds and the migration shall be allowed only with the mutual consent of the medical institution at which the student is studying at present and the medical institution one to which migration is sought are recognised as per provisions of Commission.
 - (5) All applications for migration shall be referred to the Commission by medical institution and no medical institution shall allow migration without the approval of the Commission.
 - (6) The Commission reserves the right not to entertain any application except under the following compassionate grounds, namely: -
 - (a) death of a supporting guardian;
 - (b) illness of candidate causing disability supported by medical grounds certified by a recognized hospital;
 - (c) disturbed conditions as declared by concerned Government in the area where the college is situated.
 - (7) A student applying for transfer on compassionate ground shall apply in Form 3.

14. Compulsory Rotatory Internship Training. - There shall be compulsory rotatory internship training , followingly :-

- (1)
 - (a) Each candidate shall be required to undergo compulsory rotatory internship including internship orientation and finishing programme within one year from passing of fourth Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) examination.
 - (b) Ordinarily the internship training shall commence on first working day of April for regular batch students and first working day of September for supplementary batch students.
 - (c) The student shall be eligible to join the compulsory internship programme after passing all the subjects from First to Fourth (Final) Professional examination including six electives and after getting Provisional Degree Certificate from respective Universities and provisional registration Certificates from respective State Board or Council for Compulsory Rotatory Internship.
- (2) During internship, the interns belonging to institute of the Central Government, State Government or Union territory as the case may be, and all the private homoeopathic medical colleges/institutions shall be eligible to get the stipend at par with other medical systems under respective Government and there shall not be any discrepancy between medical systems.

- (3) (a) Migration during internship shall be issued with the consent of both the medical institution and university; in the case where migration is between the medical institution of two different Universities.
- (b) If migration is only between medical institution of the same university, the consent of both the medical institution shall be required.
- (c) Migration shall be accepted by the university on the production of the character certificate issued by the institute or medical institution and the application forwarded by the medical institution and university with a 'No Objection Certificate' as the case maybe.
- (4) The objective of the orientation programme shall be to introduce the activity to be undertaken during the internship.
- (a) The interns shall attend an orientation programme regarding internship and it shall be the responsibility of the teaching institution to conduct the orientation before the commencement of the internship.
- (b) The orientation shall be conducted with an intention to make the intern to acquire the requisite knowledge as following , namely:-
- (i) Rules and Regulations of the Medical Practice and Profession,
 - (ii) Medical Ethics;
 - (iii) Medico legal Aspects;
 - (iv) Medical Records;
 - (v) Medical Insurance;
 - (vi) Medical Certification;
 - (vii) Communication Skills;
 - (viii) Conduct and Etiquette;
 - (ix) National and State Health Care Programme;
 - (x) Project work.
- (c) The orientation workshop shall be organised at the beginning of internship and an e-log book shall be maintained by each intern, in which the intern shall enter date-wise details of activities undertaken by him/her during orientation.
- (d) The period of orientation shall be for three days prior to date of commencement of internship.
- (e) The manual for conducting the orientation as prescribed from time to time by the National Commission for Homoeopathy shall be followed.
- (5) (a) There shall be a finishing programme for three days at the completion of internship.
- (b) This programme is designed for the interns and will consist of ten sessions spread over a period of three days. The program may include both online and offline modes of training. It is aimed to enlighten the interns on various career opportunities available after successful completion of the program and how to equip themselves to meet the requirements and fulfill their dreams.
- (c) After successful completion of this training the student will be able to:
- (i) list the various career opportunities available after successful completion of the degree program.
 - (ii) identify their Strengths and Weaknesses;
 - (iii) choose a career of their choice;
 - (iv) enumerate the requirements to be met to become a successful professional;
 - (v) demonstrate positive outlook and attitude towards the profession;
 - (vi) exhibit better skills in communication, problem solving, writing, team building, time management, decision making etc.;

(vii) demonstrate ethical and professional values and be a compassionate and caring citizen / professional.

(6) The finishing programme shall be as follows, namely:-

- (a) Job opportunities after successful completion of the program
- (b) Study opportunities in India and abroad after successful completion of the program
- (c) Entrepreneurship opportunities after successful completion of the program
- (d) Research opportunities after successful completion of the program
- (e) Public Service opportunities after successful completion of the program
- (f) Training and awareness about Competitive exams
- (g) Self analysis to choose the right option
- (h) Building Interpersonal & Soft Skills including Interview skills, Leadership skills, Resume writing skills, problem solving and decision making skills
- (i) Certificate writing and prescription writing and medico-legal issues relevant to the profession
- (j) Loan assistance and other scholarship facilities available for establishment and study.
- (k) Ethical / Professional and Social responsibilities after successful completion of internship

(7) Activities during Internship shall consist of clinical work and project work.

(a) (i) Clinical work in the Outpatient Department (OPD)s/ medical institution hospital/ memorandum of understanding hospital/ Primary Health Centre or Community Health Centre or Research institute of Central Council for research in Homoeopathy or Rural Hospital or district hospital or civil Hospital or any government hospital of modern medicine or homoeopathy medicine or National Accreditation Board and for Hospital accredited private hospital of Homoeopathy.

(ii) The daily working hours of intern shall be not less than eight hour and the intern shall maintain an e-log book/log book containing all the activities undertaken by him/her during internship.

(iii) The medical institution shall opt any one of the Option as specified below for completion of internship and the same shall be mentioned in its prospectus.

(A) Option I shall be divided into clinical training of ten months in the Homoeopathy hospital attached to the college and two months in Primary Health Centre or Community Health Centre or Research institute of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or National Accreditation Board for Hospital accredited private hospital of Homoeopathy.

(I) The interns shall be posted in any of the following centers where National Health Programs are being implemented and these postings shall be to get oriented and acquaint with the knowledge of implementation of National Health Programmes in regard to,-

- (a) Primary Health Centre;
- (b) Community Health Centre or Civil Hospital or District Hospital;
- (c) Any recognized or approved Homeopathy Hospital or Dispensary;
- (d) In a clinical unit/hospital of Central Council for Research in Homoeopathy.

(II) All the above institutions mentioned in clauses (a) to (d) shall have to be recognised by the concerned University or Government designated authority for providing such training.

- (III) During the two months internship training in Primary Health Centre or Research institute of Central Council for Research in Homoeopathy or Rural Hospital or Community Health Centre or District Hospital or any recognized or approved hospital of Modern Medicine or Homoeopathy Hospital or Dispensary, the interns shall:-
- (1) get acquainted with routine of the Primary Health Centre and maintenance of their records;
 - (2) get acquainted with the diseases more prevalent in rural and remote areas and their management;
 - (3) involve in teaching of health care methods to rural population and also various immunization programmes;
 - (4) get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
 - (5) develop research aptitude;
 - (6) get familiarized with the work of maintaining the relevant register like daily patient register, family planning register, surgical register, etc. and take active participation in different Government health schemes or programmes;
 - (7) participate actively in different National Health Programmes implemented by the State Government.
- (IV). The record of attendance during two months in Primary Health Center (PHC)/Community Health Center (CHC)/Dispensary must be maintained by the interns according to his posting and should be certified by the Medical Officer/Deputy medical superintendent/ Research officer/Resident Medical Officer (RMO)/Faculty/Outpatient department in-charge, where student undergone the training and shall be submitted to and counter signed by the principal of medical institution on monthly basis.
- (B) Option II shall consists of clinical training of twelve months in Homoeopathy hospital attached to the medical institution and the record of attendance during twelve months in hospital attached to medical institution shall be maintained by the intern according to his posting and shall be certified by the Medical Officer/Deputy medical superintendent/ Research officer/ Resident Medical Officer (RMO)/Faculty/ Outpatient Department (OPD) in-charge, where the intern undergo the training and shall also be submitted to and counter signed by Dean/ Principal of medical institution on monthly basis.
- (V) Division of Clinical work during posting in Option I and Option II. The clinical work during internship shall be conducted as per the following table, namely:-

Table-17

(Distribution of Internship duration)			
Serial Number	Departments	Option I	Option II
(1)	(2)	(3)	(4)
1.	Practice of Medicine Outpatient Department including Psychiatry and Yoga, Dermatology, and related specialties and respective section of Inpatient Department	two month;	three months;
2.	Surgery Outpatient Department including Operation theatre, related specialties and Ophthalmology, Ear Nose Throat(ENT) and respective section of Inpatient Department	two month;	two months;

3.	Gynecology and--Obstetrics Outpatient Department, related specialties including Operation theatre, and respective section of Inpatient Department	two month;	two months;
4.	Pediatric Outpatient Department related specialties including Neonatal Intensive Care Unit, and respective section of Inpatient Department	one month;	two months;
5.	Community Medicine Outpatient Department, related specialties including Rural/Public Health /Maternal and Child Health and respective section of Inpatient Department	two month;	two months;
6.	Casualty	one month;	one month;
7.	Primary Health Centre or Community Health Centre or Research institute of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy	two month;	

(D) The intern shall undertake the following activities in respective department in the hospital attached to the College, namely: -

- (1) The intern shall be practically trained in practice of medicine to acquaint with and to make him competent to deal with following, namely: -
 - (a) all routine works such as case taking, investigations, diagnosis and management of patients with homoeopathic medicine;
 - (b) routine clinical pathological work such as hemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, interpretation of laboratory data and clinical findings and arriving at a diagnosis and all pathological and radiological investigations useful for monitoring the status of different disease conditions;
 - (c) training in routine ward procedure and supervision of patients in respect of his diet, habits and verification of medicine schedule.
- (2) The intern shall be practically trained in Surgery to acquaint with and to make him competent to deal with following, namely:-
 - (a) Clinical examination, diagnosis and management of common surgical disorders according to homoeopathic principles using homoeopathic medicines;
 - (b) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
 - (c) Intern shall be involved in pre-operative and post-operative managements;
 - (d) Surgical procedures in ear, nose, throat, dental problems, ophthalmic problems;
 - (e) Examinations of eye, ear, nose, Throat and Refractive error with the supportive instruments in Out-Patient Department; and
 - (f) Practical training of a septic and antiseptic techniques, sterilization;
 - (g) Practical use of local anesthetic techniques and use of anesthetic drugs;
 - (h) Radiological procedures, clinical interpretation of X-ray, Intra venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
 - (i) Surgical procedures and routine ward techniques such as-
 - (i) suturing of fresh injuries;
 - (ii) dressing of wounds, burns, ulcers and similar ailments;
 - (iii) incision and drainage of abscesses;

- (iv) excision of cysts and;
 - (v) venesection;
- (3) The intern shall be practically trained in Gynecology and Obstetrics to acquaint with and to make him competent to deal with following, namely:-
- (a) Ante-natal and post-natal problems and their remedies, ante-natal and post-natal care;
 - (b) Management of normal and abnormal labors;
 - (c) Minor and major obstetric surgical procedures;
 - (d) All routine works such as case taking, investigations, diagnosis and management of common gynecological conditions with homoeopathic medicine;
 - (e) Screening of common carcinomatous conditions in women.
- (4) The intern shall be practically trained in pediatrics to acquaint with and to make him competent to deal with following, namely:-
- (a) Care of newborns along with immunization programme;
 - (b) Important pediatric problems and their homoeopathic management;
- (5) The intern shall be practically trained in Community Medicine to acquaint with and to make him competent to deal with following, namely:-
- (a) Programme of prevention and control of locally prevalent endemic diseases including nutritional disorders, immunization, management of infectious diseases, etc.;
 - (b) Family Welfare Planning programme;
 - (c) All National Health Programme of Central Government at all levels
 - (d) Homoeopathic prophylaxis and management in cases of epidemic/endemic/pandemic diseases.
- (6) The intern shall be practically trained in Emergency or Casualty management to acquaint with and to make him competent to deal with all emergency condition and participate actively in Casualty section of the hospital for identification of casualty and trauma cases and his first aid treatment and also procedure for referring such cases to the identified hospital.
- (b) The project work shall consist of the following, namely:-
- (a) Each intern will undertake a project utilizing the knowledge of Research Methodology and Biostatistics acquired in IVth Bachelor of Homoeopathic medicine and Surgery (B.H.M.S)
 - (b) It would be the responsibility of the intern to choose the topic of the subject (clinical/community/education) within the first month of the internship and shall communicate to guide/mentor allotted by Principal.
 - (c) The project shall run through three phases of planning (three months), data collection (three months) and finalization and writing (three months).
 - (d) The writing shall be as per the format taught in the course on research methodology and will be minimal one thousand five hundred words and it shall be type written and submitted in a spiral bond form as well as in the electronic format.
 - (e) The project shall end with a brief presentation to the IV Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) students.
 - (f) The principal shall assign a teacher to evaluate the project which will be with respect to the following:
 - (i) Originality of the idea
 - (ii) Scientific methodology followed in formulating the ideas and the designs

- (iii) Analysis
 - (iv) Results and conclusion
 - (v) Merits of writing
 - (vi) The grades shall range from A (70% and above), B (60 - 70%), C (50-60%) and D (below 50%)
- (c) A Certificate shall be awarded to the intern stating the title of the project and grade received.
- 15. Electronic Logbook / Logbook.** -(i) It shall be compulsory for an intern to maintain the record of procedures done/assisted/observed by him on day-to-day basis in a specified e-logbook/ logbook as the case may be and the intern shall maintain a record of work, which shall be verified and certified by the concerned Medical Officer or Head of the Unit or Department under whom he is placed for internship.
- (ii) Failure to produce e-logbook/ logbook, complete in all respects certified by the concerned authority to the Dean / Principal / Director at the end of Internship Training Programme, may result in cancellation of his performance in any or all disciplines of Internship Training Programme.
- (iii) The institution shall retain soft copy of the completed and certified –e log book/ logbook and available for further verification, if required.
- 16. Evaluation of Internship program.** -(1) The evaluation system shall assess the skills of an intern while performing the minimum number of procedures as enlisted with an objective that successful learning of these procedures will enable the interns to conduct the same in his/her actual practice.
- (2) The evaluation shall be carried out by respective Head of Department at the end of each posting and the reports shall be submitted to Head of the institute in Form-1.
- (3) On completion of one year of compulsory rotatory internship including submission of project, the Head of the Institute shall evaluate all the assessment reports as specified in Form-1, as provided by Head of the Department at the end of respective posting and if found satisfactory, the intern shall be issued Internship Completion Certificate in Form-2 within seven working days.
- (4) If performance of an intern is declared as unsatisfactory upon obtaining below fifteen marks as per Form-2 or less than fifty per cent. of marks, in an assessment in any of the Departments, he shall be required to repeat the posting in the respective department for a period of thirty percent. of the total number of days, laid down for that department in Internship Training and posting.
- (5) The intern shall have the right to register his grievance in any aspect of conduct of evaluation and award of marks, separately to the concerned Head of the Department and Head of the Institution, within three days from the date of completion of his evaluation, and on receipt of such grievance, the Head of the Institution in consultation with the Head of the concerned Department shall redress and dispose of the grievance within seven working days.
- 17. Leave for interns.**-(1) During compulsory rotatory internship of one year, fifteen days of leaves shall be permitted.
- (ii) Any kind of absence beyond the period of fifteen days shall be extended accordingly.
- 18. Completion of internship.**-(1) If there is any delay in the commencement of internship or break during internship due to unavoidable conditions, in such cases, internship period shall be completed within maximum period of twenty four months from the date of passing the qualifying examination of Fourth Final Professional Bachelor of Homoeopathic Medicine and Surgery and in such case, the student shall take prior permission from the Head of the institution in writing with all supporting documents thereof;
- (2) It shall be the responsibility of the Head of the institution/college to scrutinise the documents, and assess the genuine nature of the request before issuing permission letter;
- (3) if the student rejoins internship, he shall submit the request letter along with supporting document, in this regard to the head of institution/college.

19. **Academic calendar:** University, Institution/ College shall prepare academic calendar of a particular batch in accordance with the template of tentative academic calendar specified in Annexure II in these regulations and the same shall be circulated to students, hosted in respective websites, and followed accordingly.

20. **Tuition fee.** -Tuition fee as laid down and fixed by respective state fee regulation committee as applicable, shall be charged for four and half years study period only and no tuition fee shall be charged for extended duration of study in case of failing in examination or for any other reason and there shall not be any fee for doing internship in the same institute.

Dr. TARKESHWAR JAIN, President, (Homoeopathy Education Board)

[ADVT.-III/4/Exty./453/2022-23]

Appendix A

(See sub regulation (5) of regulation 4)

SCHEDULE relating to "SPECIFIED DISABILITY" referred to in Clause (zc) of Section 2 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), provides asunder:-

1. Physical disability-

(a) Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

(i) "Leprosy cured person" means a person who has been cured of leprosy but is suffering from-

- a) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
- b) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- c) Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly.

(ii) "Cerebral palsy" means a group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly afterbirth.

(iii) "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less.

(iv) "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for health of muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissues.

(v) "Acid attack victim" means a person disfigured due to violent assaults by throwing acid or similar corrosive substance.

(b) Visual impairment-

(i) "blindness" means a condition where a person has any of the following conditions, after best correction-

- a) Total absence of sight, or
- b) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction, or
- c) Limitation of the field of vision subtending an angle of less than 10degree.

- (ii) "Low-vision" means a condition where a person has any of the following conditions, namely:-
 - a) Visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or
 - b) Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- (c) Hearing impairment-
 - (i) "Deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
 - (ii) "Hard of hearing" means person having 60 DB hearing loss in speech frequencies in both ears,
- (d) "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes;
- (e) Intellectual disability a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in a dative behavior which covers a range of every day, social and practical skills, including-
 - (i) "Specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematic calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
 - (ii) "Autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others and is frequently associated with unusual or stereotypical rituals or behaviors.
- 2. "Mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviors, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person,
- 3. Disability caused due to-
 - (a) Chronic neurological conditions, such as-
 - (i) "Multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other.
 - (ii) "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
 - (b) Blood disorder-
 - (i) "Hemophilia" means an inherited disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding,
 - (ii) "Thalassemia" means a group of inherited disorders characterized by reduced or absence of haemoglobin.
 - (iii) "Sickle cell disease" means a hemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage "Hemolytic" refers to the destruction of cell membrane of

red blood cells resulting in the release of hemoglobin;

4. Multiple Disabilities (more than one of the above specified disabilities) including deaf, blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.
5. Any other category as may be notified by the Central Government from time to time.

Appendix B

(See sub-regulation (5) of regulation 4)

Guidelines regarding admission of students, with "Specified Disabilities" under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), in Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S).

- (1) The "Certificate of Disability" shall be issued in accordance with the Rights of Persons with Disabilities Rules, 2017.
- (2) The extent of "specified disability" of a person shall be assessed in accordance with the guidelines published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), vide number S.O. 76 (E), dated the 4th January, 2018 under the Rights of Persons with Disabilities Act, 2016 (49 of 2016).
- (3) The minimum degree of disability should be forty percent. (Benchmark disability) in order to be eligible for availing reservation for persons with specified disability.
- (4) The term 'Persons with Disabilities' (PwD) shall be used instead of the term 'Physically Handicapped' (PH)

TABLE 18

Serial Number	Disability Category	Type of Disabilities	Specified Disability	Disability Range		
				(5)		
(1)	(2)	(3)	(4)	Eligible for Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Course, Not Eligible for	Eligible for Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Course, Eligible for Persons with Disabilities Quota	Not Eligible for Course

				Persons with Disabilities Quota		
1.	Physical Disability	(A) Locomotor disability, including specified disabilities (a to f).	(a) Leprosy cured person* (b) Cerebral Palsy** (c) Dwarfism (d) Muscular Dystrophy (e) Acid attack victims	Less than 40% disability	40-80% disability- Persons with more than 80% disability may also be allowed on case to case basis and their function of incompetency will be the aid of assistive devices, if it is being used, to see if it is brought below 80%	More than 80%

			(f) Other* ** such as Amputation, Poliomyelitis, etc.		and whether they possess sufficient motor, ability as required to pursue and complete the Course satisfactorily.	
			<p>* Attention should be paid to loss of sensations in fingers and hands, amputation, as well as involvement of eyes and corresponding recommendations be looked at.</p> <p>** Attention should be paid to impairment of vision, hearing, cognitive function etc. and corresponding recommendations be looked at.</p> <p>*** Both hands intact, with intact sensations, sufficient strength and range of motion are essential to be considered eligible for Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Course.</p>			
		(B) Visual Impairment(*)	(a) Blindness	Less than 40% disability (i.e. Category '0 (10%)' I(20%)' & II (30%)		Equal to or more than 40% disability (i.e. Category III and above)
			(b) Low vision			
		(C) Hearing Impairment@	(a) Deaf	Less than 40% disability		Equal to or more than 40% disability
			(b) Hard of hearing			
			<p>(*) Persons with visual impairment/ visual disability of more than 40% may be made eligible to pursue Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Course and may be given reservation, subject to the condition that the visual disability is brought to a level of less than the benchmark of 40% with advanced low vision aids such as telescopes / magnifier.</p> <p>@ Persons with hearing disability of more than 40% may be made eligible to pursue Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). Course and may be given reservation, subject to the condition that the hearing disability is brought to a level of less than the benchmark of 40% with the aid of assistive devices.</p> <p>In addition to this, the individual should have a speech discrimination score of more than 60%.</p>			
		(D) Speech & language	Organic/neurological causes	Less than 40%		Equal to or more than 40% disability
		disability		disability		40% disability

		<p>For admission to Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). course the Speech Intelligibility Affected (SIA) score shall not exceed 3 (which will correspond to less than 40%) to be eligible to pursue the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course. The individuals beyond this score will not be eligible for admission to the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course.</p> <p>Persons with an Aphasia Quotient (AQ) upto 40% may be eligible to pursue Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). course but beyond that they will neither be eligible to pursue the Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course nor will they have any reservation.</p>
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2.	Intellectual disability		(a) Specific learning disabilities (Perceptual disabilities, Dyslexia, Dyscalculia, Dyspraxia & Developmental aphasia)#	# Currently there is no quantification scale available to assess the severity of SLD; therefore the cut-off of 40% is arbitrary and more evidence is needed.		
				Less than 40% disability	Equal to or more than 40% disability but selection will be based on the learning competency evaluated with the help of the remediation/assisted technology/ aids/ infrastructural changes by the expert panel.	
			(b) Autism spectrum disorders	Absence or Mild Disability, Asperser syndrome (disability of 40-60% as per ISAA) where the individual is deemed fit for Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S). course by an expert panel	Currently, not recommended due to lack of objective method. However, the benefit of reservation/quot a may be considered in future after developing better methods of disability assessment.	Equal to or more than 60% disability or presence of cognitive/intellectual disability and/ or if the person is deemed unfit for pursuing Bachelor of Homoeopathic Medicine and Surgery course by an expert panel.

3.	Mental Behaviour		Mental illness	Absence or mild disability: less than 40% (under IDEAS)	Currently, not recommended due to lack of objective method to establish presence and extent of mental illness. However, the benefit of reservation/quota may be considered in future after developing better methods of disability assessment.	Equal to or more than disability or if the person
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4.	Disability caused due to	(a) Chronic neurological conditions	(i) Multiple Sclerosis	Less than 40% disability	40%80% disability	More than 80% disability
			(ii) Parkinsonism			
		(b) Blood disorders	(i) Hemophilia	Less than 40% disability	40%80% disability	More than 80% disability
			(ii) Thalassemia			
(iii)Sickle cell disease						
5.	Multiple disabilities including deafness blindness		More than one of the above specified disabilities	<p>Must consider all above while deciding in individual cases recommendations with respect to presence any of the above, namely , visual, hearing, speech & language disability, intellectual disability, and mental illness as a component of multiple disabilities.</p> <p>Combining formula as notified by the related Gazette Notification issued by the Govt. of India:</p> <p><u>a+b (90-a)</u></p> <p>90</p> <p>(where a=higher value of disability % and b=lower value of disability % as calculated for different disabilities) is recommended</p> <p>for computing the disability ar when more than one disabling condition is present in a given individual. This formula may be used in cases with multiple disabilities, and recommendations regarding admission and/or reservation made as per the specific disabilities present in a given individual</p>		

Note: For selection under PwD category, candidate shall be required to produce Disability Certificate before his scheduled date of counselling issued by the disability assessment boards as designated by concerned authority of Government of India.

Note: 2- if the seats reserved for the persons with disabilities in a particular category remain unfilled on account of unavailability of candidates, the seats shall be included in the annual sanctioned seats for the respective category.

Annexure -I**Foundation Programme**

[See clause (b) of sub-regulation (1) of regulation 7]

BACKGROUND

Homoeopathic medical education in India requires orientation of the new entrants to a basic philosophical orientation, a need to think in an integrated and holistic manner, an ability to function in a team at the bedside and a capacity to invest in a life-long learning pattern. Homoeopathy, though more than 225 years old, is relatively young as a scientific discipline and has attracted several negative community exposure due to a variety of reasons. In India, we are aware that the students who enter the portals of a homoeopathic college rarely do so out of their volition. It is often an exercise as the last choice or one which is adopted as a stepping stone to a 'medical' degree. Hence, the mind-set of the new entrants is rarely informed, positive, and self-affirming.

However, we know that like all medical disciplines, homoeopathy training includes a wide spectrum of domains that involves exposure to human interactions and interpersonal relationships in various settings including hospital, community, clinics etc. The training is intense and demands great commitment, resilience and lifelong learning. It is desirable to create a period of acclimatization and familiarization to the new environment. This would include an introduction to the course structure, learning methods, technology usage, and peer interactions which would facilitate their smooth transition from junior college to homoeopathic college.

This is planned to be achieved through a dedicated 10 days exclusive "Foundation Programme", at the beginning of the BHMS course to orient and sensitize the students to various identified areas.

Goals and Objectives

Broad goals of the Foundation Programme in Homoeopathy include:

1. Orienting the students to various aspects of homoeopathic system of medicine;
2. Creating in them the conscious awareness of the 'Mission' as defined by Master Hahnemann;
3. Equipping them with certain basic, but important skills required for going through this professional course and taking care of patients;
4. Enhancing their communication, language, computer and learning skills;
5. Providing an opportunity for peer and faculty interactions and introducing an orientation to various learning methodologies.

Objectives

(a) The Objectives of the Foundation Programme are to:

Orient the learners to:

- (i) The medical profession and the mission of a homoeopath in society
- (ii) The BHMS Course
- (iii) Vision and Mission of the institute
- (iv) Concept of holistic and positive health and ways to acquire and maintain it
- (v) History of Medicine and Homoeopathy and the status of Homoeopathy in the world
- (vi) Medical ethics, attitudes and professionalism
- (vii) Different health systems available in the country
- (viii) Health care system and its delivery
- (ix) National health priorities and policies
- (x) Principles of primary care (general and community-based care)
- (xi) 'Concept of mentorship programme

(b) Enable the learners to appreciate the need to enhance skills in:

- (i) Language
- (ii) Observation, documentation & understanding of basic medical technologies
- (iii) Interpersonal relationships and team behavior
- (iv) Communication across ages and cultures

- (v) Time management
- (vi) Stress management
- (vii) Use of information technology
- (c) Train the learners to provide:
 - (i) First-aid/ Emergency management
 - (ii) Basic life support
 - (iii) Universal precautions and vaccinations
 - (iv) Patient safety and biohazard safety
- (d) Impart Language and Computer skills
 - (i) Local language programme
 - (ii) English language programme
 - (iii) Computer skills

These may be arranged as per the needs of the particular batch and extra coaching may be continued after the Foundation programme

Content and Methodology

The programme will be run in professional session which must be interactive.

The major components of the Foundation Programme include:

1) Orientation Program:

This includes orienting students to all the components mentioned below with special emphasis on the role of Homoeopathy and homoeopath in today's times.

2) Skills Module (Basic):

This involves skill sessions such as Basic Life Support/ Emergency Management, First aid, Universal Precautions and Biomedical Waste and Safety Management that students need to be trained prior to entering the patient care areas.

3) Field visits to Community and Primary Health Centre:

These visits provide orientation to the care delivery through community and primary health centres, and include interaction with health care workers, patients and their families.

4) Professional development including Ethics:

This is an introduction to the concept of Professionalism and Ethics and is closely related to Hahnemann's emphasis on the conduct of a physician. This component will provide students with understanding that clinical competence, communication skills and sound ethical principles are the foundation of professionalism. It will also provide understanding of the consequences of unethical and unprofessional behavior, value of honesty, integrity and respect in all interactions. Professional attributes such as accountability, altruism, pursuit of excellence, empathy, compassion and humanism will be addressed. It should inculcate respect and sensitivity for gender, background, culture, regional and language diversities. It should also include respect towards the differently abled persons. It introduces the students to the basic concept of compassionate care and functioning as a part of a health care team. It sensitizes students to "learning" as a behavior and to the appropriate methods of learning.

5) Enhancement of Language / Computer skills / Learning skills:

These are sessions to provide opportunity for the students from diverse background and language competence to undergo training for speaking and writing English, fluency in local language and basic computer skills. The students should be sensitized to various learning methodologies such as small group discussions, skills lab, simulations, documentation and concept of Self-Directed learning.

Structure of the program for students

Table 19: Foundation Programme			
Serial Number	Topic	Type of activity	Duration hours
(1)	(2)	(3)	(4)
1.	Welcome and Introduction to Vision/ Mission of the Institute	Lecture	1
2.	Mission and role of Homoeopathy and a Homoeopath in society including showcasing effects of Homoeopathy	Interactive discussion	3
3.	BHMS Course of study and introducing to first year faculty	Presentation	1
4.	Visit to institution / campus / facilities	Walking tour	2
5.	Concept of Holistic and Positive health	Interactive discussion	2
6.	History of Medicine and Homoeopathy and state of Homoeopathy in the world	Presentation	2
7.	Adult learning principles	Interactive discussion	2
8.	Health care system and delivery	Visit to PHC/ Urban Health Centre and interaction with staff	3
9.	Different health care systems recognized in the country and the concept of pluralistic health care systems	Presentation	1
10.	Primary community care	Interaction	2
11.	Basic life support	Demonstration video and practice	4
12.	Communication – its nature and importance in different social and professional settings	Practical with scenarios and enactment with observation	4
13.	Medical ethics – role in enhancing patient care	Role play	2
14.	Who is professional?	Debate between two sides on a topic	2
15.	Time management	Practical exercise	3
16.	First aid – principles and techniques	Demonstration and presentation	2
17.	National health priorities and policies	Presentation	1
18.	Importance of Mental Health and Hygiene to a medical student in the medical profession Stress management including importance of sports and extracurricular activities	Practical demonstration / video	4
19.	Concept and practice of mentoring	Interactive discussion	4
20.	Constitutional values, equality, gender sensitization and ragging policy	Presentation and Interactive discussion	3
21.	Universal precautions and vaccinations	Presentation followed by discussion	1
22.	Importance of Observation and Documentation in Homoeopathic practice	Practice exercise through video observation	4
23.	Team working	Game and debriefing	2
24.	Patient safety and biomedical hazards	Video and presentation	1
25.	Computer skills	Demonstration and practice of basic use of word, Excel and PPT	2
26.	Language skills	Language labs	2
	TOTAL		60

Annexure -II**PART A****TENTATIVE TEMPLATE OF ACADEMIC CALENDAR**

First Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S).

(18 MONTHS)

Serial Number	DATE / PERIOD	ACADEMIC ACTIVITY
(1)	(2)	(3)
1.	First working day of October	Course commencement
2.	10 working days	Foundation Programme
3.	First periodic assessment	January- Internal Assessment (PA-1)
4.	Fourth Week of March	First Terminal Test -Internal Assessment (TT-1)
5.	Second periodic assessment	June -Internal Assessment (PA-2)
6.	First week of September	Second Terminal Test -Internal Assessment (TT-2)
7.	Third periodic assessment	November – Internal Assessment – (PA-3)
8.	Second week of February to March	University Examination
9.	<i>First Working Day of April</i>	<i>Start of second professional year</i>
	<p>NOTE.-</p> <ol style="list-style-type: none"> 1. University / Institution / College shall specify dates and year while preparing academic calendar of that particular batch of students. The same is to be informed to students and displayed in respective websites. 2. Institution/College established in Extreme Weather Conditions may adjust the timings as required by maintaining the stipulated hours of teaching. However, the structure of academic calendar shall not be altered. 3. Academic calendar may be modified according to directions of National Commission for Homoeopathy issued from time to time. 	

PART-B**TENTATIVE TEMPLATE OF ACADEMIC CALENDAR**

Second/Third/ Fourth Professional Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S).

(12 MONTHS)

Serial Number	DATE /PERIOD	ACADEMIC ACTIVITY
(1)	(2)	(3)
1.	First working day of April	Course commencement
2.	Fourth week of July	First periodic - Internal Assessment (PT-1)
3.	Fourth week of September	First terminal examination- Internal Assessment (TT-1)
4.	Fourth week of December	Second periodic - Internal Assessment (PT-2)
5.	Third week of February	University Examination
6.	<i>First Working day of April</i>	<i>Commencement of third/fourth/internship professional year</i>

NOTE. -

1. University/ Institution / College shall specify dates and year while preparing academic calendar of that particular batch of students. The same is to be informed to students and displayed in respective websites.
2. Institution / College established in Extreme Weather Condition may adjust the timing as required by maintaining the stipulated hour of teaching and however, the structure of academic calendar shall not be altered
3. Academic calendar may be modified according to directions of National Commission for Homoeopathy issued from time to time.

Annexure-III

**GUIDELINES FOR ATTENDANCE MAINTENANCE
(THEORY/PRACTICAL/CLINICAL/NON-LECTURE HOURS)**

Institutes/colleges offering education in Homoeopathy are recommended to maintain online attendance system. However, in case physical registers are being maintained for recording attendance of various teaching/training activities, the following guidelines are to be followed:

- (1) Attendance is to be marked in cumulative numbering fashion:
 - (a) In case presence, it is to be marked as 1, 2, 3, 4, 5, 6.....soon;
 - (b) In case of absence, it must be marked as 'A';
 - (c) Example: P PPP A P P AA P P P.... may be marked as (1, 2, 3, 4, A, 5, 6, A, A, 7, 8,9...).
- (2) Avoid strictly marking 'P' for presence.
- (3) Separate register for theory and practical/clinical/non-lecture activities are to be maintained.
- (4) At the end of term or course or part of syllabus, the last number to be taken as total attendance.
- (5) The total attendance after student's signature is to be certified by respective Head of department (HOD) followed by approval by Principal.
- (6) In case of multiple terms, at the end of course all term attendance is to be summarised and percentage is to be calculated separately for theory and practical including clinical & non-lecture hours.

[Note : *If any discrepancy is found between Hindi and English version, the English version will be treated as final.]

FORM 1

[See sub- regulation (2) and (3) of regulation 16]

(NAME OF THE COLLEGE AND ADDRESS)

BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY (B.H.M.S) COURSE

DEPARTMENT OF

CERTIFICATE OF ATTENDANCE AND ASSESSMENT OF INTERNSHIP

(1) Name of the Intern :

(2) Attendance during internship

Period of training

From-----to-----

- | | |
|----------------------------------|---|
| (a) Number of working days | : |
| (b) Number of days attended | : |
| (c) Number of days leave availed | : |
| (d) Number of days absent | : |

Assessment of Internship

Serial Number	Category	Marks obtained
(1)	(2)	(3)
1.	General	Maximum 10
(a)	Responsibility and Punctuality	() out of 2
(b)	Behavior with sub-ordinates, colleagues and superiors	() out of 2
(c)	Documentation ability	() out of 2
(d)	Character and conduct	() out of 2
(e)	Aptitude for research	() out of 2
2.	Clinical	Maximum 20
(a)	Proficiency in fundamentals of subject	() out of 4
(b)	Bedside manners & rapport with patient	() out of 4
(c)	Clinical acumen and competency as acquired	() out of 4
	(i) By performing procedures	
	(ii) By assisting in procedures	() out of 4
	(iii) By observing procedures	() out of 4
Total Score obtained		() out of 30

Performance Grade of marks

Poor < 8, Below average 9-14, Average 15-21, Good 22-25, Excellent 26 and above

Note: An intern obtained unsatisfactory score (below 15) shall be required to repeat one third of the total period of posting in the concerned department.

Date:

Place:

Signature of the Intern

Signature of the Head of the Department and Office Seal

FORM 2

[See sub-regulations (3) and (4) of regulation 16]

(NAME OF THE COLLEGE AND ADDRESS)

(BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY – (B.H.M.S)) COURSE CERTIFICATE OF COMPLETION OF COMPULSORY ROTATORY INTERNSHIP

This is to certify that _____ (name of the intern) an intern of, _____ (name of the college and address), has completed his/her Compulsory Rotatory Internship at the _____ (Name of college, address and place of posting) for one year _____ to _____ in following departments.

TABLE 20

Serial Number.	Name of the Department	Period of training (From) (dd/mm/yyyy)	Period of training (to) (dd/mm/yyyy)
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

6.			
7.			
8.			

During the internship period, the conduct of the student is _____

Date: _____

Place: _____

Signature of the Internship in charge / Principal/Dean/Director with Office seal

Form-3

{See sub – regulation (4) and (7) of regulation 13}

Migration of Mr. / Miss _____ from _____ Homoeopathic Medical College _____ to _____ Homoeopathic Medical College _____

1. Date of admission in First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course
2. Date of passing First Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) University examination
3. Date of application
4. Number objection certificate from relieving college (enclosed) – Yes/No
5. Number objection certificate from relieving University (enclosed) – Yes/No
6. Number objection certificate from receiving college (enclosed) – Yes/No
7. Number objection certificate from receiving University (enclosed) – Yes/No
8. Number objection certificate from State Government wherein the relieving college is _____ located – Yes/ No
9. Affidavit, duly sworn before First Class Magistrate containing an undertaking that “I will study for full twelve months in existing class of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) course in transferred Homoeopathic Medical College before appearing in the IInd Professional University examination” (enclosed) – Yes/No
10. Reasons for migration in brief (please enclose copy of proof) – Yes/No
11. Permanent address: _____”.

—/

ORDINANCE – 70**BACHELOR OF UNANI MEDICINE AND SURGERY- B.U.M.S.**

This ordinance shall provide regulation of MALWANCHAL UNIVERSITY running Bachelor degree Program in Unani Medicine and Surgery- B.U.M.S. The programme shall be governed by the norms, rules and guidelines of the concerned regulatory council and the policies of MP state Government.

STRUCTURE OF B.U.M.S. PROGRAM:

The duration of the programme of instruction for the degree of Unani Medicine And Surgery shall be 5 and 1/2 year, comprising:-

First Professional session	(12 month)
Second Professional session	(12 month)
Third Professional session	(12 month)
Final Professional session	(18 month)
Compulsory Rotatory Internship	(12 month)

1. AIMS AND OBJECTIVES:**1.1 AIMS:**

- 1.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 1.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 1.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs.
- 1.1.4 To make research a significant activity involving staff, students and society.
- 1.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies.
- 1.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 1.1.7 To fulfil the national obligation through rural health missions.
- 1.1.8 Proficiency in the diagnosis and skills of basic Unani Medicine & Surgery procedures and techniques with adequate theoretical basis and rationale of medical & allied health sciences.

1.2 OBJECTIVES:

The objective of the course shall allow the students:

- 1.2.1 To produce competent graduates having a deep basis of Unani with modern scientific knowledge in accordance with Unani fundamental with extensive practical training so as to become Unani Physician and Surgeon and Research worker fully competent to serve in the medical and health services of the country.

- 1.2.2 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 1.2.3 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 1.2.4 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 1.2.5 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 1.2.6 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 1.2.7 To ordinate periodic performance evaluation of the faculty.
- 1.2.8 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 1.2.9 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 1.2.10 To strengthen, develop and implement staff and student welfare programs.
- 1.2.11 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 1.2.12 To constantly display sensitivity and respond to changing educational, social, and community demands.
- 1.2.13 To promote public- private partnership
- 1.2.14 To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- 1.2.15 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 1.2.16 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

2. **ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 2.1 Admission to the First year in Bachelor of Unani Medicine & Surgery degree course (B.U.M.S.) shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. Urdu is compulsory up to 10th class or equivalent Education. However for SC/ST/OBC candidate the percentage will be relaxed to as per direction of statutory body/ Council.
- 2.2 Admission shall be made through the State and All India counselling of NEET qualified candidates or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying examination.
- 2.3 The minimum age for admission shall be 17 years on 31st December of academic year of admission.
- 2.4 On admission, every candidate shall have to get fitness certificate from MU Hospital.
- 2.5 The course shall be commencing from the as per apex council/university schedule of every academic year.

3. MEDIUM OF INSTRUCTION:

Medium of Instruction shall be Urdu substantiated with English & Arabic where ever necessary. The terminology for modern subjects shall be standard modern terminology with Arabic equivalent. For Unani subjects the terminology shall essentially remain standard Arabic terminology.

3.1 Attendance

Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and practical classes held separately in each subject of the course of the study or as per University Policy.

The total lecture and practical shall be conducted as per scheme.

3.2 Course Outline:

The course outline is based on the teaching of Unani medicine with Theory/ Practical/ Clinical observations.

3.3 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

4. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:

Examination will be conducted by the university:

- 1st Year at the end of the 1st year.
- 2nd Year at the end of the 2nd year.
- 3rd Year at the end of the 3rd year.
- B.U.M.S. Final Examination at the end of the Final year.
- Examination shall be in Theory, Practical and Clinical. A candidate will be permitted to appear for the University Examination in the subject only if:
 - He has not less than 75% of attendance in Theory and Practical/Clinical in each subject or Attendance Policy of University.
 - He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

5. SCHEME OF EXAMINATION:

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

5.1 The Examination will be held ones a year for all the four years respectively.

5.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.

5.3 A student who satisfies the clause 3 and following requirements duly certified by the Principal of the B.U.M.S. College/Institution recognized by this University for

B.U.M.S. course shall be eligible to appear in the first/second/Third/Final year B.U.M.S. examination:

- 5.3.1 of having good character;
- 5.3.2 of having attended the prescribed course;
- 5.3.3 of having attended not less than:
 - 75% of all course of lectures delivered; and
 - 75% of full course of practicals/ Clinical held separately.
 - Or as per University Policy.

5.4 Internal assessment:

- 5.4.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- 5.4.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University.
- 5.4.3 Day to day records should be given importance during internal assessment.
- 5.4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

5.5 Criteria for Passing:

- 5.5.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.
- 5.5.2 The candidate must secure minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.
- 5.5.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

5.6 Each Theory paper will be of three hours.

5.7 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.

- 5.8 If candidate fails either in Theory or in Practical/ Clinical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.
- 5.9 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations.
- 5.10 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.
- 5.11 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Dean/Principal of college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course of training/hospital practice, in the subjects of the examination as the Principal may determine.
- 5.12 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination.
- 5.13 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Council.

6. FEE:

The examination fee to be paid by a candidate shall be as per University norms for each examination, or a part thereof.

7. EVALUATION:

The minimum marks required to pass in each subject shall be 50% (written & practical separately).

- 7.1 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks have passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction.
- 7.2 Every successful candidate shall be granted a Certificate-cum Detail marks card of each examination. Marks obtained in each subject shall be supplied to unsuccessful candidates also. Provided that a candidate who qualifies all the five and half Year examinations of Bachelor Of Unani Medicine And Surgery will be issued a Degree of Unani Medicine And Surgery (Bachelor of Unani Medicine & Surgery) B.U.M.S after completion of internship.
 - 7.2.1 The candidates before presenting themselves for this examination shall obtain a certificate of completing the prescribed subject of the first year examination.

- 7.2.2 A candidate failed in one or more subjects in examination shall be eligible to appear in supplementary examination.
- 7.2.3 Candidates who fail to pass the 1st year examination in three consecutive opportunities shall not be allowed to continue their studies. However, in case of personal illness of a serious nature of a candidate & in unavoidable condition/circumstances, the V.C may permit one more opportunity for passing the 1st professional course.
- 7.3 A person who has passed 2nd prof. B.U.M.S examination shall be eligible to join the Next year B.U.M.S course. However, a candidate who fails in the 2nd Year examination may be allowed to attend the next higher class i.e. the third prof. B.U.M.S course, but will not be allowed to appear in the examination of the next higher year B.U.M.S. till he passes in all the subjects of 2nd year B.U.M.S. examination.
- 7.4 A candidate who fails in the Annual Examination but has obtained at least 50% marks in any (written & practical) separately at the examination shall be exempted from reappearing in the subject (s).
- 7.5 All the students shall appear at the Sessional examination. At least two Sessional examinations shall be conducted in each subject in each academic year. Normally there should be no arrangements for holding supplementary examination after the Sessional examinations are over, except in cases where the genuineness of absentee is justified.
- 7.6 Every candidate on passing the Bachelor of Unani Medicine & Surgery course of studies shall be required to, undergo compulsory internship training for a period of one year.
- NOTE: Internship will start after the declaration of final year B.U.M.S. examination result and Registration of State Medicine Council.

8. **DIVISION AND MERIT LIST:**

- 8.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.
There shall be Divisions as follows:
Distinction: 75% and above of grand total marks in First attempt.
First Division: >60% and <75% of grand total marks in First attempt.
Second Division: >50% and <60% of grand total marks in First attempt.
Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.
- 8.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

9. **RE-EVALUATION/ RE-TOTALING:**

- 9.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.

- 9.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

10. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE – 71

**POST GRADUATE DEGREE COURSE FOR
MAHIRE TIB [DOCTOR OF MEDICINE(MD)MAHIRE JARAHAT–
UNANI MEDICINE]
OR
MAHIRE JARAHAT [MASTER OF SURGERY(MS) – UNANI
MEDICINE]**

1. AIMS AND OBJECTS:

The aims and objects of the post-graduate degree courses in Unani medicine shall be to provide orientation of specialties and super specialties in Unani medicine and to produce experts and specialists, who can be competent and efficient teachers, physicians, surgeons, pharmaceutical experts and researchers in their respective fields.

2. NOMENCLATURE OF POST-GRADUATE DEGREE:

The nomenclature of post-graduate degree in respective specialties shall be as under: -

SUBJECTS OF AWARDS**Mahire Tib (Doctor of Medicine – M.D.)**

SLNo.	Nomenclature of speciality or degree	Abbreviation
(1)	(2)	(3)
1.	Mahire Tib –Kulliyate Tib	M.D. (Unani) - Basic principles of Unani medicine
2.	Mahire Tib –Munafeul Aza	M.D. (Unani) - Physiology
3.	Mahire Tib –Ilmul Advia	M.D. (Unani) - Pharmacology
4.	Mahire Tib –Ilmul Saidla	M.D. (Unani) - Pharmacy
5.	Mahire Tib –Tahaffuzi waSamaji Tib	M.D. (Unani) - Preventive and Community medicine
6.	Mahire Tib –Amraze Atfal	M.D. (Unani) - Paediatrics
7.	Mahire Tib -Moalajat	M.D. (Unani) - Medicine
8.	Mahire Tib –Mahiyatul Amraz	M.D. (Unani) - Pathology
9.	Mahire Tib -Ilaj bit Tadabeer	M.D. (Unani) - Regimenal therapy

10.	Mahire Tib –Amraze Jild	M.D. (Unani) - Dermatology
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Zahire Jarahat (Master of Surgery – M.S.)

Sl.No.	Name of speciality	Abbreviation
(1)	(2)	(3)
11.	Mahire Jarahat-Tashreehul Badan	M.S. (Unani) - Anatomy
12.	Mahire Jarahat-Ilmul Jarahat	M.S. (Unani) - Surgery
13.	Mahire Jarahat-Amraze Uzn, Anf wa Halaq	M.S. (Unani) - Diseases of Ear, Nose and Throat
14.	Mahire Jarahat- Qabalat wa Amraze Niswan Tibb	M.D. (Unani) - Obstetrics and Gynaecology

3. STATEMENT OF THE COMPETENCIES:

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the program so that he or she can direct the efforts towards the attainment of these competencies.

4. COMPONENTS OF THE POSTGRADUATE CURRICULUM:

The major components of the Postgraduate curriculum shall be:

- 4.1 Theoretical knowledge
- 4.2 Practical and clinical skills.
- 4.3 Writing Thesis / Research articles.
- 4.4 Attitudes including communication skills.
- 4.5 Training in research methodology, Medical Ethics and Medico legal aspects.

5. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:

5.1 A person holding the degree of Kamile Tib-o-Jarahat (Bachelor of Unani Medicine and Surgery) or equivalent degree from a recognised University or institution included in the Second Schedule to the Indian Medicine Central Council Act, 1970 and enrolled in Central or State register of Indian System of Medicine shall be eligible for admission in the postgraduate courses.

5.2 There shall be a uniform entrance examination to all medical institutions at the post graduate level namely, the All India AYUSH Post Graduate Entrance Test (AIA-PGET) in each academic year and shall be conducted by an authority designated by the Central Government:

Provided that the said All India AYUSH Post Graduate Entrance Test (AIA-PGET) shall not be applicable for foreign national's candidate.

Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

6. INTAKE & FEES:

6.1 The intake of each of these program shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body / Govt. of India (Ayush) ministry NCISM Norms/State Govt. Norms.

6.2 Fee of these programs will be decided by the Board of the Management subject to the approval of the regulatory body, if any.

7. DURATION OF COURSE AND ATTENDANCE:

7.1 The student shall have to undergo study for a period of three years after the admission.

7.2 The student shall have to attend minimum seventy-five per cent. of total lectures, practicals and clinical tutorials or classes to become eligible for appearing in the examination or as per attendance Policy of University.

- 7.3 The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.
- 7.4 The students of clinical subject shall have to do Resident duties in their respective departments and student of nonclinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.
- 7.5 The students shall attend special lectures, demonstrations, seminars, study tours and such other activities as arranged by the teaching departments.
- 7.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course or as per Policy of University.
- 7.7 Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.

8. MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be NCISM Norms.

9. MIGRATION:

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority.

10. EXAMINATION AND ASSESSMENTS:

- 10.1 The post-graduate degree course shall have two examinations in the following manner: -
 - 10.1.1 The preliminary examination shall be conducted at the end of one academic year after admission;

- 10.1.2 The final examination shall be conducted on completion of three academic years after the admission to postgraduate course;
- 10.1.3 Examination shall ordinarily be held in the month of June or July and November or December every year;
- 10.1.4 For being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
- 10.1.5 The student shall be required to obtain aggregate fifty per cent. marks in practical and theory subjects separately to be announced as pass;
- 10.1.6 If a student fails in preliminary examination, he shall have to pass before appearing in the final examination;
- 10.1.7 If the student fails in theory or practical in the final examination, he may appear in the subsequent examination without requiring to submit a fresh dissertation;
- 10.1.8 The subsequent examination for failed candidates will be conducted at every six months interval; and
- 10.1.9 The post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination.
- 10.2 The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist.
- 10.3 The clinical examination shall be judge the competence of the student in Unani and scientific literature of the specialty.
- 10.4 The viva-voce part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.
- 10.5 **Monitoring learning progress:**

It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning out comes to be assessed should include:

- (i) Personal Attitudes,
- (ii) Acquisition of Knowledge,
- (iii) Clinical and operative skills,
- (iv) Teaching skills and
- (v) Dissertation.

10.6 Personal Attitudes. The essential items are:

- Caring attitudes
- Initiative
- Organisational ability
- Potential to cope with stressful situations and undertake responsibility
- Trust worthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team
- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.

10.7 Acquisition of Knowledge:

The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- Journal Review Meeting (Journal Club): The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be

assessed. The assessment is made by faculty members and peers attending the meeting using a checklist

- Seminars / Symposia: The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist
- Clinico-pathological conferences: This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.
- Medical Audit: Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

10.8 **Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

10.9 **Method of training:**

10.9.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Unani.

10.9.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.

10.9.3 The emphasis shall be given on intensive applied and hands on training.

10.9.4 The students shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.

10.9.5 In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.

10.9.6 The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of

under-graduate students or interns in the respective subjects during the course of studies.

10.9.7 In the clinical training, the student shall have to acquire the knowledge of independent work as a specialist.

10.9.8 In the specialties of Moalajat, Ilmul Jarahat, Amraze Uzn, Anf wa Halaq and Qabalat wa Amraze Niswan the student shall have to undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

11. DISSERTATION/THESIS:

11.1 Central Scientific Advisory Post Graduate Committee appointed by Central Council of Indian Medicine shall suggest the areas of Research and topics to be focussed every academic year to make campaigning of evidence based Unani to the need of global standards and achieve publications and the same shall be followed by University Committee while approving the Dissertation title.

11.2 The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of concerned recognised University or guidelines of Indian Council of Medical Research (ICMR), shall be submitted to the University within a period of six months from the date of admission to post-graduate course.

11.3 If a non-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under co-guide of a clinical teacher of the specialty concerned for preparing the thesis.

11.4 A copy of the synopsis of the dissertation shall be submitted to the Central Council of Indian Medicine's Scientific Committee before submitting to the University.

11.5 If the student fails to submit the title of dissertation and synopsis within the period specified under sub-regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.

11.6 The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the

department and the name and designation of the guide or supervisor and co-guide (if any).

The University shall approve the synopsis not later than three months after submission of the synopsis.

- 11.7 A Board of Research Studies shall be constituted by the University for approving the title.
- 11.8 The University shall display the approved synopsis of dissertation on their website.
- 11.9 The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Unani system and the subject of the dissertation shall have relation with the subject matter of the specialty.
- 11.10 Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.
- 11.11 No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.
- 11.12 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.
- 11.13 The dissertation shall consist critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion and references cited in the dissertation shall be suitable for publication.
- 11.14 The dissertation shall consist of not less than forty thousand words.
- 11.15 The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words.
- 11.16 The guide or supervisor shall be a person of status of a Professor or Reader or Lecturer having post-graduate degree or Visiting Professor or a contractual faculty in the post-graduate departments. Visiting faculty will not be considered in teaching strength.

- 11.17 A non-post-graduate teacher, for providing guidance to the post-graduate scholars, shall have minimum five years teaching experience in the concerned or allied subject, however he will not be a guide or co-guide for dissertation.
- 11.18 Five copies of the bound dissertation along with a certificate from the supervisor or guide shall reach the office of the Registrar of the University four months before the final examination.
- 11.19 The dissertation shall be assessed by two external and two internal examiners appointed by the University.
- 11.20 The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (19) and in case of disapproval by one external examiner, the dissertation shall be referred to third external examiner approved by the University concerned.
- 11.21 If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student shall resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.
- 11.22 The student shall be permitted to appear in the final examination of post-graduate degree course only after approval of the dissertation by the examiners.
- 11.23 Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned speciality.

12. SCHEME OF EXAMINATION AND PASSING HEADS:

- 12.1 University shall conduct examination at the end of three academic years for M.D, M.S. in Unani Courses. University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations.
- 12.2 M.D/M.S. in Unani examination in any subject shall consist of thesis, theory papers and clinical/practical and oral examination.
- 12.3 **Passing head and standard of Passing: -**
There will be two heads of passing: -
- 12.3.1 Four papers of theory shall form one head of passing

12.3.2 Clinical, oral, and practical taken together shall form the second head of Passing

12.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt. A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt.

12.4 To pass a candidate must obtain:

12.4.1 Fifty percent of the total marks in theory examination (Total of all the four papers must be 50% of the total marks of theory).

12.4.2 Fifty percent of the total marks in clinical, oral and practical taken together.

12.5 Declaration of distinction: A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.

13. SUBJECTS OF EXAMINATION:

13.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely: -

Paper I

Part A - Research Methodology;

Part B - Bio or Medical Statistics;

Paper II

Part A - Applied aspects of fundamentals regarding concerned subjects;

Part B - Concerned subject.

13.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under: -

13.2.1 Study of literature related to specialty;

13.2.2 Regular clinical training in the hospital for student of clinical subject;

13.2.3 Practical training of research work carried out in the department, for student of non-clinical subject;

13.2.4 Participation in various seminars, symposia and discussions; and

13.2.5 Progress of the work done on the topic of dissertation.

13.3 The assessment of the work done by the students of first year post-graduate course during the first year shall be done before the preliminary examination.

13.4 The final examination shall include dissertation, written papers and clinical or practical and oral examination.

13.5 There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected by the student for special study.

13.6 The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.

Note: Syllabus, Scheme & Evaluation of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Council.

Note: Internship will start after the declaration of final year B.N.Y.S. examination result and Registration of State Medicine Council.

14. MODE OF EXAMINATION AND APPOINTMENT OF EXAMINER(S):

14.1 The preliminary examination and final examination shall be held in written, practical, clinical and oral examination.

14.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.

14.3 A teacher with five years teaching or research experience in concerned subject or specialty shall be considered eligible for being appointed as an examiner.

15. SCHEME OF EVALUATION:

The Scheme of evaluation external and internal assessment shall be as per decision of Board of Management on the recommendation of Board of Studies.

16. CONDONATION OF DEFICIENCY:

The grace marks shall be allowed according to the general ordinance relating to “Award of Grace Marks”.

17. CANCELLATION OF ADMISSION:

Admission of a student may be cancelled under following circumstances.

17.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.

17.2 Total duration to complete the course will be as per policy of University.

17.3 Involvement in gross indiscipline in the Institute / University.

17.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

18. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE – 72**Bachelor of Business Administration (B.B.A.) / B.B.A. Hons.**

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. **Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Faculty of Management Studies
3. **Course Name:** Bachelor of Business Administration (B.B.A.) / B.B.A. Hons.
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Candidate seeking admission in BBA courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within the time limit given by university/ state government/ regulatory authority.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.

8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)

(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) program for regular students shall be as specified by government/ regulatory authorities.

9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 1)

Entry-1: The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 2)

Entry-2: The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 3)

Entry-3: The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

4th year (Seventh & Eight Semester-Level 4-Optional)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination

pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

(i) Medium of instruction: The Medium of Instruction during the Examination shall be English.

(ii) Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

11. Credit System: - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

he credits will be awarded by the University. The credit can be calculated as follow.

- i. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
 - ii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.
2. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.
- i. First division with honour's, where student score 75% or more marks.
 - ii. First division, where student score 60% or more marks.
 - iii. Second division, where students score 50% above but less than 60% marks.
 - iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

13. Types of Courses: Course are the basic units of education and/or training. Types of course shall be as follow.

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- ii. **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
- iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

14. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

15. **Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC/ AICTE or appropriate authority.

16. General Instructions:

- i. The admission to all kinds Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / AICTE/ NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC /AICTE/ NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run on imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

ORDINANCE - 73**Master of Business Administration (MBA)**

The Faculty of Management Studies shall offer the following Post Graduate Programs:

1. **Degree Title:** Master of Business Administration (M.B.A.) University shall offer in regular mode in the following specializations:

Executive Management, Information Technology Management, Hospital Management, Human Resources Management, Marketing Management, Finance Management, Operation Management, International Business Management, Event Management, Data analysis Management, Health Care Management, Digital Marketing Management, Hotel Management & Catering Technology, Tour & Travels Management.

Two or more specializations may be grouped together to make composite and/or new specialization may be as constituted according to the need and subsequently approved by the Academic Council and regulatory authorities.

2. **Faculty Name:** Faculty of Management Studies
3. **Course Name:** Master of Business Administration (M.B.A.)
4. The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / AICTE / State / Central Govt. Issued from time to time.
5. The medium of instruction and examination shall be English throughout the course of studies.
6. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
7. The University shall follow the UGC/ AICTE guidelines and adopt the choice based credit system.
8. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.

9. Admission:

- i. The eligibility for admission to the first year of MBA courses shall be based on the qualifying examination (Entrance Test) to be conducted at State or at National level or as decided by University. In addition, the candidate seeking admission in MBA courses must have passed basic eligibility criteria i.e. Three year Bachelor Degree in any discipline or equivalent from any recognized University with 50 % or equivalent marks.
Further, candidate appeared in the qualifying examination and awaiting the result may also apply and admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within the time limit given by university/ state government/ regulatory authority.
In addition, the University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.
- ii. Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries etc shall as per the policy laid down by Central government / State government of MP.
- iii. The reservations and relaxation in eligibility for SC / ST / OBC (excluding creamy layer) etc shall be as per the policy laid down by Central government / State government of MP.

10. The Teaching Scheme

- i. The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Managers and Professionals with the expected post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council.

The first two semesters shall normally cover core courses required by the particular specializations. Semester III and IV shall concentrate on Elective courses, Summer Training and Dissertation Work. Emphasis shall be given on presentations, case studies, soft skills and development of analytical skills. Students will be encouraged to give seminars on contemporary management issues. The syllabus of the electives may be prepared in consultations with the academicians, Entrepreneurs or Industry Practitioners. The guidelines of the AICTE/ UGC will be followed.

11. Specialization Distribution:

Admission to a particular stream specialization of MBA Course/ Programme, if any, shall be as decided by the University on the basis of either merit or counselling or personal interviews.

12. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

13. Academic Session:

The program shall generally commence in July/August every year barring exceptional circumstances.

14. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council. The guidelines of the AICTE/ UGC will be followed.

15. Eligibility for Degree: Eligibility for Award of the M.B.A. Degree

A student shall be declared to be eligible for award of the MBA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;

16. Medium of instructions and Examination:

The medium of instructions and examination shall be English. All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance - 4 shall be applicable.

17. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

18. Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 4 years.

19. General Instructions:

- i. The admission to all Degree Courses shall be governed accordance and provisions of the Rules&Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC /AICTE/ NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management/ Vice Chancellor of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run in regular e mode, imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- i. All the rules/regulation/changed define or suggest by Central government/State government/UGC/ AICTE/ regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch

ORDINANCE - 74**POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM) 2-YEARS**

- 1) **Title of the Degree – Post Graduate Diploma in Management (PGDM)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies/ School of Management Studies.**
- 3) **Course Applicability –**
 - 3.1) **Post Graduate Diploma in Management (PGDM)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
 - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
 - 3.3) The Degree will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – PGDM**
 - 4.1) **Duration** -Two years (Four semesters)- The program will be offered as full time Regular Course.
 - 4.2) **Eligibility for Admission :**
Candidate who have passed the duly recognized following examination:-
 - i) Passed three year Bachelor Degree or equivalent in any discipline.
 - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.

Note: Candidate appeared in the qualifying examination and awaiting the result may also apply and admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within the time limit given by university/ state government/ regulatory authority.

In addition, the University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.
- 5) **Admission Procedure –**
 The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score

card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time. The admission criteria will be decided by University and Communicated to all concern well in advance.

6) Specialization Distribution–

Admission to a particular specialization of PGDM Programme shall be as decided by the University on the basis of either merit or counselling or personal interview.

7) Intake–

The Intake for these courses shall be decided by the University as per guideline of AICTE/ concerned regulatory body.

8) Course Structure–

The Course structure PGDM shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council. The provisions of AICTE/ other regulatory bodies will be followed.

9) Maximum Duration of Completion of Course–

A candidate has to complete the entire course of PGDM Degree ordinarily within a maximum period of **Four years** respectively from the session of admission. However, for any exceptional case the matter shall be decided by the Vice-Chancellor as per the provisions of relevant rules and regulations of competent authorities.

10) Commencement–

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

11) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

12) Medium of Instruction–

The medium of instruction and examination shall be **English**.

13) Attendance—

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

14) Examination—

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

15) Eligibility for Degree—Eligibility for Award of the PGDM Degree.

A student shall be declared to be eligible for award of the PGDBM Degree with various specializations if he/she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

16) General Instruction—

- i. The admission to all kinds of PGDM Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

- iii. For matters not covered in this specific ordinance, decision of Vice Chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 17) The various specializations in the **PGDM** programme shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management,

- .. Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, etc.

The list of various specializations of "PGDM" courses shall include the current courses/programme as well as proposed in future. However, all PGDM programmes with various new specializations can be offered looking at present & future need of the Industries/ Society etc. However Provisions of AICTE/ Other regulatory Authorities will be considered wherever applicable.

- .18) These programmes are offered in regular mode by the **Faculty of Commerce & Management Studies/ School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University. The guidelines/ provisions of AICTE/ Competent Authorities will be followed.

ORDINANCE - 75**Diploma in Business Management**

The Faculty of Management Studies shall offer the following program:

1. Diploma in Business Management (DBM) With specialization mentioned in Ordinance -2 will be offered in full time regular mode.
2. The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / AICTE / State / Central Govt. issued from time to time.
3. The medium of instruction and examination shall be English throughout the course of studies.
4. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
5. The minimum duration to complete the course shall be that of One (1) year and maximum up to Two (2) years.
6. **Admission:**

Candidate seeking admission in DBM courses must have passed basic eligibility criteria i.e. graduation in any stream or its equivalent from a recognized University. Further, Candidate appeared in the qualifying examination and awaiting the result may also apply and admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within the time limit given by university/ state government/ regulatory authority

In addition, the University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries etcQuota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) etcshall be as per the policy laid down by Central government / State government of MP.

7. The Teaching Scheme:

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Managers with the expected professional attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council.

8. Specialization Distribution:

Admission to a particular stream specialization of DBA Course/ Programme, if any, shall be as decided by the University on the basis of either merit or counselling or personal interviews.

9. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the MPPURC/ concerned regulatory body.

10. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University. Generally The session starts in July and ends in June.

11. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

12. Eligibility for Degree: Eligibility for Award of the D.B.A. Degree

A student shall be declared to be eligible for award of the DBA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;

13. Medium of instructions and Examination:

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance,

Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 2 years or as per provision of UGC/ AICTE/ Regulatory Bodies/ State or Central Government

16. General Instructions:

- i. The admission to Diploma in Business Management Degree Courses shall be governed accordance and provisions of the Rules, Directives of UGC/ AICTE/ NCTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run in regular modes, imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- ii. All the rules/regulation/changed define or suggest by Central government/State government/UGC/ AICTE/ regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE -76**Master of Computer Application (MCA)**

1. Title of the Degree : Master of Computer Application (MCA)
2. Name of Faculty : Faculty of Computer Application
3. Duration of the Course : 2 years (4 Semesters)

4. Eligibility for Admission:

Every applicant for admission to the First Year of M.C.A shall possess following educational qualification:

Candidate should have a Bachelor degree with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of minimum 3 years duration from a recognized Indian University or foreign University or Institute recognized by the University as equivalent or any open University:

Or

However, a candidate who does not have Mathematics background as per above. could also be considered for admission to the programme on the recommendations of the Personal Interview panel, if it is adjudged that the candidate would be able to cover his deficiency through a Mathematics audit course in the first semester:

Or

The candidate should possess professional Technical Degree in any field like Engineering, Technology, Information Technology, Computer science, Applied Science & Technology etc. with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of any Indian University or foreign University or Institute or Associate Membership of professional bodies in above skills / areas, recognized by the University as equivalent;

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Note: However, candidate who is appearing or has appeared for final year or last semester of any degree / qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

5. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged Candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

6. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / GD / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes Boards / Universities / other Professional Bodies / Organizations or any

other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

7. Specialization Distribution:

Admission to a particular stream specialization of MCA Course/ Programme, it 'any. shall be as decided by the University on the basis of either merit or counselling or personal interviews.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

9. Academic cycle / year:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

11. Eligibility for Degree: Eligibility for Award of the M.C.A. Degree

A student shall be declared to be eligible for award of the MCA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate or equivalent Grade overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- vi. No disciplinary action is pending against him.

12. Medium of instructions and Examination:

The medium of instructions and examination shall be English.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

13. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

14. Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 6 years.

15. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE - 77**Post Graduate Diploma in Computer Application (PGDCA)**

1. Degree Title : Post Graduate Diploma in Computer application (PGDCA)
2. Name of Faculty : Faculty of Computer Application
3. Course : PGDCA
4. Duration of the Course : 1 year (2 Semesters)

5. Eligibility for Admission:

Every applicant for admission to the First Year of PGDCA shall possess following educational qualification:

Candidate should have a Bachelor degree with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of minimum 3 years duration from a recognized Indian University or foreign University or Institute recognized by the University as equivalent or any Open University:

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged Candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / GD / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

9. Academic cycle / year:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

11. Medium of Instructions and Examination:

The medium of instructions and examination shall be English.

12. Examination:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

13. Eligibility for Degree: Eligibility for Award of the PGDCA. Degree

A student shall be declared to be eligible for award of the PGDCA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate or equivalent Grade overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- vi. No disciplinary action is pending against him.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 2years.

16. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE - 78**Diploma in Computer Application**

1. Title of the Degree : Diplomain Computer Application (DCA)
2. Name of Faculty : Faculty of Computer Application
3. Course : DCA
4. Duration of the Course : 1 years (2 Semesters)

5. Eligibility for Admission:

Every applicant for admission to the First Year of D.C.A shall possess following educational qualification:

Candidate should have a 10+2 with at least 50% (30% for reserved categories) marks in aggregate or equivalent:

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / Other Privileged Candidates:

Non-resident Indian and other privileged Candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / GD / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

8. Specialization Distribution:

Admission to a particular stream specialization of DCA Course/ Programme, it any, shall be as decided by the University on the basis of either merit or counselling or personal interviews.

9. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

10. Academic cycle / year:

There shall be one academic cycle for these courses every year as decided by the University

11. Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

12. Eligibility for Degree: Eligibility for Award of the D.C.A. Degree

A student shall be declared to be eligible for award of the DCA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- v. No disciplinary action is pending against him.

13. Medium of instructions and Examination:

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 2 years.

16. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- v. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE - 79**Bachelor in Hotel Management and Catering Technology (BHMCT)**

1. **Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Hotel Management
3. **Course Name:** Bachelor in Hotel Management and Catering Technology (BHMCT)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Candidate seeking admission in BHMCT courses must have passed basic eligibility criteria i.e: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)
 - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.
 - (ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively; there shall be no such bar for non-collegiate (private) Students.

- 9. Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 1)

Entry-1: The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 2)

Entry-2: The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 3)

Entry-3: The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

4th year (Seventh & Eight Semester-Level 4-Optional)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

11. **Medium of instruction:** The Medium of Instruction during the Examination shall be English.
12. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.
13. **Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.
- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
 - Disciplinary /Interdisciplinary Minor (32 credits)
 - Generic Elective (16 credits)
 - Skill Enhancement Courses/Vocational Courses (12 credits)
 - Ability Enhancement Courses (08 credits)
 - Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

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Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- i. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- ii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

14. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- i. First division with honour's, where student score 75% or more marks.
- ii. First division, where student score 60% or more marks.
- iii. Second division, where students score 50% above but less than 60% marks.
- iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

15. **Types of Courses:** Course are the basic units of education and/or training. Types of course shall be as follow.

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- ii. **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project

iii. Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

16. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

17. Syllabus: The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

18. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Gyanodaya University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Gyanodaya University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- vi. (As per the "Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

ORDINANCE -80**Diploma in Engineering and Technology**

- | | |
|---------------------------|-----------------------------------------|
| 1. Title of the Degree | : Diploma in Engineering and Technology |
| 2. Name of Faculty | : Faculty of Engineering and Technology |
| 3. Course Name | : Diploma in Engineering and Technology |
| 4. Duration of the Course | : three/four years |

The Faculty of Engineering shall offer following Diploma Programs:

1. Diploma in one of the following subjects:

Civil Engineering, Mechanical Engineering, Electrical Engineering, Computer Science and Engineering, Fire and Safety Engineering, Automobile Engineering, Chemical Engineering, Mining Engineering, Agriculture Engineering, Computer Hardware and Maintenance, Drone Technology, Cyber Security, Construction Technology and Management, I.T., Electrical and Electronics Engineering, Chemical Engineering, Aviation Engineering, Electronics and Telecommunication, Information Technology, Opto-Electronics Engineering, Petroleum Technology, Plastic Technology, Printing Technology, Production Engineering, Refrigeration and Air Conditioning, Electronics Engineering, Mechatronics.

2. The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.

3. The medium of instructions and examinations shall be English throughout the course of studies.
4. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
5. The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years and 2 years or 4 semesters for lateral entry.
6. Admission:

The eligibility for admission to the first year of Diploma Courses shall be passing of 10th class from any from a recognized Board/University.

Or

The eligibility for admission to the Second year of Diploma, higher examination under (10+2) Education Scheme with Science (Physics and Chemistry) and Mathematics as main subjects and obtaining minimum qualifying marks in aggregate or an equivalent examination from a recognized Board/University.

Or

The eligibility for admission to the Second year of Diploma, higher examination under I.T.I. Scheme with related stream and obtaining minimum qualifying marks in aggregate or an equivalent examination from a recognized Board/University/Council/NCVT/SCVT.

In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority / EWS communities shall be as per the policy laid down by Central government / State government of MP.

7. The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Diploma Students with the expected attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice-based credit system.

8. Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

9. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

10. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

11. Course Structure:

The Course structure of Diploma shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

12. Medium of Instructions and Examination:

The medium of instructions and examination shall be English. All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

13. Eligibility for Award of the Diploma:

- i. A student shall be declared to be eligible for award of the Diploma if he has:
- ii. Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Diploma ordinarily within a maximum period of Five years.

16. General Instructions:

- i. The admission to all kinds & mode of Diploma. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

ORDINANCE -81**Bachelor of Technology (B.Tech)**

The Faculty of Engineering and Technology shall offer Under Graduate Programs in different branches of Engineering as per details given below:

- | | |
|---------------------------|-----------------------------------------|
| 1. Title of the Degree | : Bachelor of Technology (B.Tech.) |
| 2. Name of Faculty | : Faculty of Engineering and Technology |
| 3. Course Name | : Bachelor of Technology (B.Tech.) |
| 4. Duration of the Course | : 4 years (8 semesters) |

In following subjects:

Food Technology, Biotechnology, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electrical and Electronics Engineering, Industrial Engineering, Mechanical Engineering, Control Engineering, Power System Engineering, Production Engineering, Environmental Engineering, Fire Technology and Safety, Nano-Technology, Information Technology, Automobile Engineering, Electronics Engineering, Electronics and Instrumentation Engineering, Electronics and Communication Engineering, Industrial Engineering Management, Textile Engineering, Agriculture engineering, Machine learning, Artificial engineering, Aeronautical Engineering, Marine Engineering, Data Mining, Energy Engineering, Chemical Engineering, Bio-Medical Engineering, Mechatronics.

1. The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
2. The medium of instructions and examinations shall be English throughout the course of studies.
3. All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.
4. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
5. The minimum duration to complete the course shall be that of Four (4) years and maximum up to Seven (7) years.
6. Admission:

The eligibility for admission to the first year of B.E. / B.Tech. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days

for admission.

In addition to above, the University will admit candidates directly in the second year i.e. third semester (lateral entry) of the B.E. / B.Tech. courses in accordance with the policies and norms of the State Government as applicable to the candidates who have passed the Diploma Course in related branches of Engineering from M.P. Board of Technical Education, Bhopal or duly recognised and equivalent from elsewhere.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

7. The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by board of study of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Engineering Students with the expected Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Under Graduate Studies, from First Semester to Eighth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The Syllabi of the First and Second Semesters shall be capable of strengthening the fundamental concepts in Physics, Chemistry, Mathematics, and Communication skill, Social Studies, Environmental Engineering and Core Engineering such as Electrical, Mechanical, Civil etc.

Students in Second Year and onwards have to study the courses pertaining to their respective branches of Engineering. Therefore, the Syllabi from Third to Sixth Semester should be designed and taught in such a manner that they learn the fundamentals and gather in-depth knowledge of their respective disciplines.

The last two semesters of the Final Year i.e. Seventh and Eighth semesters of studies are very crucial for the students as they get matured and start understanding the Technology. They need to gather more knowledge in their branches so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings, National and Multinational companies.

Keeping this requirement in mind, Seminars, Projects and Elective are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians from IITs, NITs and / or professionals from industries.

8. Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

9. Intake:

The Intake for each of these courses shall be decided by the University from time to time.

Taking care of the intake as per norms of the concerned regulatory body.

10. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

11. Course Structure:

The Course structure of degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

12. Medium of Instructions and Examination:

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

13. Eligibility for Award of the Degree:

- i. A student shall be declared to be eligible for award of the Degree if he has:
- ii. Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable.
- v. No dues to the University, Hostels, Libraries, NCC' / NSS etc. and
- vi. No disciplinary action is pending against him.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 7 years.

16. General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.

ORDINANCE - 82**Master of Technology (M.Tech.)**

The Faculty of Engineering shall offer Post Graduate Programs in different specializations of Engineering as per details given below:

1. **Title of the Degree** : Master of Technology (M.Tech.)
2. **Name of Faculty** : Faculty of Engineering and Technology
3. **Course Name** : Master of Technology (M.Tech.)
4. **Duration of the Course** : 2 years (4 semesters)

In following subjects and Specialization:

Agricultural Engineering, Food Technology, Biotechnology, Bioinformatics, Biometrics and Cyber Security, Civil Engineering, Structural Engineering, Building and Construction Technology, Construction Technology, Environmental Engineering, Transportation Engineering, Computer Aided Structural Analysis and Design, Construction Engineering, Construction Technology and Management, Highway Engineering, Computer Applications, Computer Science and Engineering, Computer Networks and Information Security, Networking, Software Engineering, Electrical Engineering, Electrical and Electronics Engineering, Control Engineering, Power System Engineering, Control Systems, High Voltage and Power Systems Engineering, Power Electronics, Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Nano-Technology, Communication Engineering, Digital Communication, Digital Instrumentation, Microwave Engineering, VLSI and Embedded Systems Design, Information Technology, Cyber Security, Web Technology, Web Engineering, Cloud Computing, Automobile Engineering, Fire Technology and Safety, Industrial Engineering, Mechanical Engineering, Production Engineering, CAD / CAM / CAE, Design Engineering, Design of Mechanical Systems, Heat and Power, Industrial Design, Industrial Engineering and Management, Machine Design, Product Design, Production and Industrial Engineering, Thermal Engineering, Textile Engineering, Aeronautical Engineering, Marine Engineering, Energy Engineering, Chemical Engineering, Bio-Medical Engineering, Mechatronics, Highway Engineering, Opto Electronics

5. The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
6. The medium of instructions and examinations shall be English throughout the course of studies.
7. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
8. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Five (5) years

9. Admission:

The eligibility for admission to the first year of M.E / M.Tech. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority / EWS communities shall be as per the policy laid down by Central government / State government of MP.

10. The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by board of studies of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Engineering Students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in respective disciplines of Engineering. The final year shall be specialized with Elective Courses, Seminar and Project Dissertation.

11. Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

12. Intake:

The Intake for each of these courses shall be decided by the University from time to time. taking care of the intake as per norms of the concerned regulatory body.

13. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

14. Course Structure:

The Course structure of Degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

15. Medium of Instructions an Examination:

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

16. Eligibility for Award of the Degree:

- i. A student shall be declared to be eligible for award of the Degree if he has:
- ii. Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

17. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

18. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of degree ordinarily within a maximum period of Five years.

19. General Instructions:

- i. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Gwalior.
- ii. The admission to all kinds & mode of degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant
- iv. Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- v. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- vi. The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- vii. In future, more Branches Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.

ORDINANCE – 83**Bachelor of Technology + Master of Technology
(B.Tech. + M.Tech.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Gyanodaya University, Neemuch.

The Faculty of Engineering shall offer dual degree program in different branches of Engineering and management as per details given below:

Title of the Degree : Bachelor of Technology + Master of Technology (B.TECH. + M.Tech.)
 Name of Faculty : Faculty of Engineering
 Course Name : Integrated Dual Degree
 Duration of the Course : 5 years (10 semesters)

S.No.	UGProgram	PGProgram
	B.Tech.	M.Tech. (Specialization)
1)	B.Tech.inElectronics&CommunicationEngineering	M.Tech.(Communications&Signal Processing)
2)	B.Tech.inComputerScience&Engineering	M.Tech.(ComputerScience)
3)	B.Tech.inElectrical&ElectronicsEngineering	M.Tech.(PowerElectronics)
4)	B.Tech.inMechanicalEngineering	M.Tech.(ManufacturingSystems)
5)	B.Tech.inCivilEngineering	M.Tech.(StructuralEngineering)

- The University shall offer above courses as per guidelines of the All-India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. Issued from time to time.
- All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance shall be applicable in the current ordinance.
- The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- The minimum duration to complete the course shall be that of Five (5) years and maximum up to Eight (8) years.

(e) Admission:

The eligibility for admission to the first year of Dual degree. The Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

In addition to above, the University will admit candidates directly in the second year i.e. third semester (lateral entry) of the dual. courses in accordance with the policies and norms of the State Government as applicable to the candidates who have passed the Diploma Course in related branches of Engineering from duly recognised and equivalent from elsewhere.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority /EWS communities shall be as per the policy laid down by Central government / State government of MP.

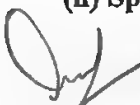
(f) The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by board of studies of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the students with the expected post Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / AICTE guidelines and adopt the choice-based credit system.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance-4 shall be applicable in the current ordinance.

(h) Specialization Distribution:

 Admission to a particular stream specialization of dual degree Programme, it 'any. shall be as decided by the University on the basis of either merit or counselling or personal views.

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(i) Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

(j) Academic cycle / year:

There will be 5 (4 for lateral entry) academic years (10 semester) cycles for these courses every year like Summer & Winter.

(k) Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

(l) Eligibility for Degree: Eligibility for Award of the dual Degree

- i. A student shall be declared to be eligible for award of the dual Degree with various specializations if he has:
- ii. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable;
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- vi. No disciplinary action is pending against him.

(m) Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

(n) General Instructions:

- a. The admission to all kinds & modes of Post Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- b. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- c. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable.
- d. In other matters Board of Management of University be competent to take any decision which shall be final.
- e. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- f. The programmes listed under Ordinance will be introduced with the recommendations of Board of Studies.
- g. In future, more branches / specializations / courses / programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned.

ORDINANCE – 84
Bachelor of Design (B.Des.)

1. **Title of the Degree** : Bachelor of Design (B.Des.)
2. **Name of Faculty** : Faculty of Fine Arts & Design
3. **Course Name** : Bachelor of Design
3. **Duration of the Course** : Four Year (Eight semesters)
4. **Eligibility for Admission** :

Candidate who have passed duly recognized following examination:-

Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

- i. H.S.C. Vocational Examination by any recognized Central/State Board

Or

- ii. Senior Secondary School Examination conducted by the National/any State Open schooling with a minimum of five subjects of relevant and required fields.

Or

- iii. Any Public School/ Board /University examination in India or in any foreign country recognized as equivalent to 10+2

Or

- iv. General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced(A) Level

Or

- V. Any other examination equivalent to 10+2 by Central/State Government

And

Candidate should have secured at least 45% (40% for reserved categories) marks in aggregate or equivalent Grade in their qualifying examination. Subject to the condition that requirement of minimum obtained % shall be as per the norms of UGC or other regulatory bodies (if Applicable)

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

6. **Eligibility for Admission to NRI /other privileged Candidates:-**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

7. **Admission Procedure:**

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC or other Regulatory Bodies (if Applicable) from time to time.

8. **Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

9. **Academic cycle/ year:**

There will be one/ two academic cycle for these courses every year like summer (July) & winter (January) as decided by the University.

10. **Entry and Exit System**

To enable multiple entry and exit points in the academic programme, qualifications such as University degree shall be organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honors/Research) qualification (Table-1).

Table -1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit required
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 8	Bachelor Degree in the faculty of the Major Subject (Honors/Research) (Programme duration Four years of eight semesters)	160

11. Credit System

The credits will be awarded by the University. The credit can be calculated as follows.

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

12. Course Structure

Types of courses shall be as follows:

12.1 Core Course: Such courses which shall compulsorily be studied by the student as core requirements of the programme

12.2 Elective Course : Generally, a course which the student can choose from a pool of courses, which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective the University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

12.2.2 Dissertation/Project

An elective course designed to acquire special/advance knowledge, such as supplement study/support study to a project work, and student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is considered a special course involving the application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem for a bachelor degree with honors/research A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

12.4 Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses
- "AECC" courses are the courses based upon the content that leads to knowledge enhancement, such as,
- Environmental Education
 - English/Hindi Communication is mandatory for all disciplines.
- "SEC" courses are value based/skill-based to enhance skills of the Major Subject They are aimed to provide hands on training competencies, skills, etc

The syllabus for a specific programme will be decided by the concerned Board of studies of the University/Autonomous College based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. Passing Standards

Level/Even	Semester	Minimum Credit Requirement					
		Disciplinary Elective	Minor subject	Generic Elective	*Ability Enhancement	Vocational	Field/ Internship
Degree	Fifth	6	4	4	4	-	-
	Sixth	6	4	-	4	4	4

Percentage: For passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of Theory and Practical Examinations including dissertation / thesis / project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- First division with honor, where student score 75 % or more marks
- First division, where student score 60% or more marks
- Second division, where student score 50% above but less than 60 % marks

14. Medium of Instruction & Examination: -

The Medium of Instruction during the Examination shall be English/ Hindi.

15. Examination: -

Examination will be conducted as per Ordinances 4 of University as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit / credit system as recommended by Board of Studies from time to time.

16 Attendance Requirement:

A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

17 General Instructions: -

- For matters not covered in this specific ordinance, general rules and regulations of - University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- Other guidelines as described in NEP 2020 shall be followed.

ORDINANCE NO - 85**1. ACADEMIC YEAR/ SESSION**

- 1.1 The Academic Year /Session means two semesters during which a cycle of educational work is completed. It shall commence as per the Academic Calendar /Semester schedule notified by the Vishwa Vidyalaya (V.V.) from time to time.
- 1.2 Each semester shall consist of minimum 105 working days. At least 80% of the scheduled classes must be held in a semester.

2. ADMISSION OF FRESH ENTRANTS

- 2.1 Admission of candidates to Bachelor Degree Courses of the VishwaVidyalaya shall be made through the entrance test being conducted by the university/ exam conducting body.
- Candidates selected by ICAR entry test shall be admitted over and above the prescribed seats from time to time.
- Admission of Non Residential Indians (N.R.I.) shall be done subject to their fulfillment of prescribed minimum admission requirements and other conditions laid down by the Govt. of M.P., Department of Agriculture and V.V. from time to time.
- 2.2 New entrants must report in persons to the respective Dean of the College on the stipulated date of admission notified by the VishwaVidyalaya for payment of fees etc. and for the registration.
- 2.3 The admission to a course shall consist of the following steps.
- (a) Payment of fee as prescribed by the VishwaVidyalaya
 - (b) Registration of courses
 - (c) Clearance of medical test
- 2.4 No registration in absentia shall be permitted.

- 2.5 The candidates selected / nominated for admission to a degree programme of the Vishwa Vidyalaya shall become enrolled students of Vishwa Vidyalaya only on completion of all the formalities prescribed by the Vishwa Vidyalaya time to time.

3. REGISTRATION BY CONTINUING STUDENTS

Students on roll of the V.V. must report physically to the Dean of the college and pay requisite fees prescribed for a semester and register the prescribed courses.

4. ADVISORY SYSTEM

- 4.1 Every student shall be assigned to an Advisor by the Dean of the College soon after the admission. The advisor will be chosen from amongst the teachers. The advisor will provide guidance in academic and personal matters to the student during the course of his/ her studies.
- 4.2 A Class Advisor from teaching staff is to be nominated for the batch till the degree programme. Advisor will monitor and maintain advisee's academic performance and will keep in touch with the academic progress of the student. He will interact with his advisees regularly and keep a track of his/her curricular activities including attendance in classes and hostel etc.

5. CREDIT, CURRICULUM AND PROGRAMME OF STUDY

- 5.1 Credit means contact time per week devoted by a student in class, laboratory, field work and library, etc. Accordingly, credits for a course are distributed in to theory and practical separately.

Normally, 1 Credit means 45 minutes contact time per week in case of theory and 90 minutes per week in case of practical.

- 5.2 Course means a series of classes and work experience extended over a semester.
- 5.3 The students admitted in the V.V. shall be required to follow the course curriculum as prescribed by ICAR from time to time. A copy of the course curriculum will be issued to new entrants at the time of registration, by the Dean.

6. AWARD OF DEGREE, RESIDENTIAL REQUIREMENT AND PERMISSIBLE TIME LIMIT FOR COMPLETION OF DEGREE

- *7.1 The residential requirement and maximum period for different degree programmes in terms of number of semesters shall be as below:

Degree Programme	Residential Requirement (Semester)	Maximum Period (Semester)
B.Sc.(Hons)Agriculture	8	12

Provided that if a student has acquired the status of final year class and could not pass the prescribed courses within the stipulated period laid down in Clause 7.1, the Dean of the Faculty after scrutiny of the case on merit and subject to good conduct of the student can extend the period by not more than two semesters. Further extension of the period for two more semesters may be permitted by the Vice Chancellor only on convincing grounds.

7.2 (a). The semesters washed out on account of withdrawal, dropping of his own failure in time shall not be counted towards residential requirements.

(b). The semester washed out on account of use of unfair means, indiscipline etc. shall be counted toward the residential requirement.

7.3 A student whose semester(s) has been washed out can resume his / her studies in the subsequently year in the semester in which he / she left his/her studies provided that.

(a). He/she has completed at least one semester as a regular student.

(b). The total period of gap shall not exceed 4 semesters including the semester in which he / she left his / her studies. During the gap no fee will be charged from the student and a permission of the gap shall be obtained from the Dean.

8. MEDIUM OF INSTRUCTION

The medium of instruction in all colleges of Agriculture will be English.

9. ATTENDANCE REQUIREMENT

9.1 Students are expected to attend all lectures and laboratory/field practicals scheduled during a semester. Attendance of a student in a course should be atleast 75% of the scheduled classes in a semester, failing which he / she will be debarred from appearing in final examination. For this purpose, theory and practical classes will be counted separately.

9.2 If all the students of a class (year) remain absent in mass from the classes for a total period exceeding 10 working days continuously in a semester, their entire semester shall be treated as cancelled and the fees etc. paid by them shall be forfeited.

- 9.3 If a student falls short of attendance in any course(s) theory or practical(s) he / she shall not be allowed to appear in the final examination and he / she will be treated as fail in that course.
- 9.4 Teaching shall commence from the next day of registration, and attendance will be counted from that day up to a week before the commencement of final examination. The students who miss classes due to their participation in scheduled sports, athletic and other extra curricular activities at inter-collegiate, inter-university, inter-state or National level competitions, etc. shall be treated as present. However, they will have to submit relevant certificate from the Sports Officers / the In-charge Sports Officer of the college / In-charge cultural programme of the college or Vishwa Vidyalaya.
- 9.5 Students who have been registered only for clearing course(s) in which they have failed [repeat course(s)] are not required to attend classes.
- 9.6 The Deans of colleges shall notify the eligibility of student to appear in final theory or practical examination seven days in advance of the examination. A notice to this effect shall be displayed on the college notice board.
- 9.7 A student who has fulfilled attendance requirement but fails to appear in the theory or practical or both shall be treated as fail in concerned course.

10. EXAMINATION AND EVALUATION

- 10.1 The academic performance of the student shall be assessed through mid-term, theory and practical examinations conducted during an academic session.

- 10.2(a).(i). **Total marks assigned to a course will be 100; it will be distributed as below:**

Mid- term examination	-	30 (for courses with Practical and Theory)
		40 (with Theory only)
Practical examination	-	15 (for courses with Practical and Theory)
		100(for courses with Practical only)
Assignment	-	5 (for courses with Practical and theory)
	-	10 (with theory only)
Final Theory examination	-	50

/ 1

Pattern of Mid-term Examination

1. It shall be of 30 marks for the course with practical and theory both.
2. It shall be of 40 marks for the course with theory only.
3. No mid term examination for the course with practical only.
4. Maximum time for examination shall be 1 hour.
5. (a) **Mid term examination (Theory & Practical)–Max. 30 Marks**
 - (i) Objective type 50% (15 questions of multiple choice and/ or fill in the blank type only)
 - (ii) Short answer type 50% (5 questions of 3 marks)
- (b) **Mid term examination (Theory only)–max. 40 marks**
 - (i) Objective type 50% (20 questions of multiple choice and /or fill in the blank type only)
 - (ii) Short answer type 50% (5 questions of 4 marks)
6. The portion for mid term examination shall be 50% of the proposed course curriculum.
7. Mid term examination shall be conducted as per academic calendar notified by the Vishwa Vidyalaya.

Pattern of Practical Examination

1. It shall be of 15 marks for the course with practical and theory both and 100 for the course with practical only.
2. Maximum time for practical examination shall be 2 hours for the courses with practical and theory both and 3 hours for the course with practical only.
3. The following examination pattern shall be adopted for 100 and 15 marks practical.

S. No.	Particulars	Practical for 100 marks	Practical for 15 marks
a.	Exercise–I	30 Marks	4 Marks
b.	Exercise–II	20 Marks	3 Marks
c.	Exercise–III	20 Marks	3 Marks
d.	Viva-voce	20 Marks	3 Marks
e.	Practical record	10 Marks	2 Marks
Total		100 Marks	15 Marks

4. One external examiner shall be appointed by the Professor & Head for each practical examination. Question paper of examination and Viva-voce are the responsibility of internal and external examiner.

5. Date of examination shall be same at Vishwa Vidyalaya level as per the academic calendar.

For Assignment

1. It shall be of 5 marks for the course with practical and theory both and 10marks in case of course with theory only.
2. Instructor shall assign separate topic related to subject for assignment to group of student at the start of session.
3. For the course with theory and practical both, assignment shall be practical oriented and student must submit the assignment on the day of practical examination. It has to be evaluated by the external examiner.
4. For the course with theory only, assignment has to be submitted by the students at least one month before final examination.
5. The result of assignment has to be submitted 15 days prior to final examination for the courses with theory only; whereas, for the courses with theory and practical both should be submitted with the result of practical examination.

Pattern for Final Examination

1. Question paper shall be prepared by the external examiner.
 2. It shall be of 50marks.
 3. Maximum time for the examination shall be 3 hours.
 4. **Part A:** It is a compulsory part of 10 marks with five questions (with out any option) short answer type question.
 5. **Part B:** It consists of five questions containing 10 marks each. Out of five questions student shall attempt four questions only.
- (ii). The students will undertake Rural Entrepreneurship Awareness Development Yojana (Student READY) during Seventh Semester for a total duration of 180 days with a weightage of (0+20) credit hours in two parts namely Rural Agricultural Work Experience (RAWB) Agro Industrial Attachment (AIA)(0+4).
- (iii). The students of Experiential Learning (EL) course would be evaluated on the basis of (a) work quality (b) acquire knowledge and expertise (c) attendance (d) maintenance of record (e) orientation and practical report (f) demonstration and presentation in seminar and (g) worth of tangible outcome/viva-voce.
(The distribution of marks on each will be as per Vishwa Vidyalaya a guidelines issued for experiential learning).

- (iv). The students shall elect two modules out of the modules proposed by the Vishwa Vidyalaya. The strength of the students in a module shall be at least of 20 students, with a maximum of up to 30 students in a module depending upon the facilities available as mentioned in the guidelines for the Experiential Learning courses issued by the Vishwa Vidyalaya.
- (v). A module shall be evaluated by concern module In-charge.
- (b). Mid-term examination of a course will be conducted in the middle of each semester. The questions asked shall cover approximately 50% of the course contents. A student not appearing in the mid-term examination will be marked absent and shall be awarded zero marks. The schedule of the mid-term examination will be notified by the Dean of the college as per the academic schedule of Vishwa Vidyalaya. The examination shall be conducted during regular period of courses.
- (c) Mid-term examination along with practical examination for repeat /fail/RAWE student of any of the courses shall be arranged just before the final theory examination.
- (d) Final theory examination of all courses will be conducted as per the schedule announced by Vishwa Vidyalaya. The question papers will be made available by the Registrar.
- (e) Practical examinations of all courses will be conducted prior to final theory examinations.
- (f) If a student is temporarily incapable and /or unable to write the answers himself due to fracture in hand the superintendent of Examination may provide a writer to assist the examinee. The writer will be from the ministerial cadre who shall not be an Agriculture student.
- 10.3 The minimum passing marks in theory or practical shall be 50%. If a student fails to obtain 50% marks either in theory or practical or both examinations, he / she shall be deemed to have failed in theory or practical or both, respectively and shall have to reappear in the theory or practical examination as the case may be.
- 10.4 Marks secured by a student will be converted in to Overall Grade Point Average (OGPA) on 10 point scale.
- 10.5 The practical examination shall be conducted by the external examiner other than the course teacher appointed by the Dean and the course teacher (internal) shall assist the examiner in conducting the practical examination.

11. PREVENTION OF UNFAIR MEANS

11.1 In these regulations, unless the context other wise requires:

- (a) 'Examination' means mid-term examination, practical examination and final theory

- examination and also preliminary or viva voce examination.
- (b) 'Superintendent' means Dean of the college who shall act as Superintendent of examination.
 - (c) 'Asstt. Superintendent' means any Teacher / In-charge appointed by the Dean.
 - (d) 'Teacher' means the Professor / Associate Professor / Assistant Professor or equivalent.
 - (e) 'Invigilator' means the teacher involved in the invigilation work in the examination hall.
 - (f) 'Flying Squad' means a team consisting of teachers / officers constituted by the Dean of the College / Examination Superintendent to prevent use of unfair means/ malpractices during examination.
- 11.2 (a) The Superintendent of examination shall make proper seating arrangement for facilitating the conduct of examination. There shall be at least one invigilator for every 20 students. Minimum of two invigilators must be posted in each examination hall in order to make proper vigilance. Seating arrangements may be such that two examinees offering different courses sit one after another, if possible, in order to make the vigilance effective.
- (b) If a student disrupts or tears or tampers with the page(s) of the answer book, it would be treated as a case of unfair means.
 - (c) No student shall write his / her answers on any paper other than the answer book supplied to him / her in the examination hall.
- 11.3 (a) When the Invigilator notices a student indulging in any of the act of unfair means as defined in clause 11.2(c) and (d), he / she shall seize the paper or book or material, if any, including answer book from the student and shall invariably demand a written explanation or statement of the student concerned.
- (b) If the student refuses to give his / her statement, he / she shall be asked to record in writing his / her refusal to give the statement. If he / she refuses to do so, then the fact shall be noted, duly witnessed by at least one invigilator of the concerned examination or member of the flying squad.
 - (c) The invigilator shall however, write his/her remarks on the answers book and affix his/her signature.
- 11.4 (a) A student found attempting or using unfair means in the examination or during evaluation or threatening teacher, invigilator or officer or members of flying squad or disrupts the examination or marks signature or any mark of identification including impersonation in the answer book, shall be liable for punishment as in clause 11.4(b). All such cases must be reported to the Superintendent of Examinations / Dean.
- (b) A student caught using unfair means during any examination including additional examination(s), his / her registration for the semester in which he / she used unfair means, shall be treated as cancelled. Such student shall also be debarred for registration in the subsequent semester. (In addition to this, punishment mentioned on (Point 15.5) (a), (b) and (c) shall also be applicable).
 - (c) Student who walkout from the examination hall en-mass just after they received the question papers or within the scheduled time of examination or abstain from the scheduled examination shall be treated as failed.

- (d) If a student while attempting unfair means threatens invigilators / teacher or officer or member of the Flying Squad, then he / she is liable for punishment as per clause 11.4(b).
- (e) If a student makes signature on the answer book or leaves any kind of identification marks on his / her answer book, his / her answer book shall not be evaluated and student will be treated as failed in that subject.
- (f) If a student disrupts the examination or indulges in impersonation shall be finally dropped from the rolls of the Vishwa Vidyalaya.
- (g) Possession and use of mobile phone by a student during examination is prohibited. Such act of the students will amount to have treated use of unfair means and is liable for punishment as per the clause 11.4(b)

11.5 The Disciplinary Committee of the college shall be the competent authority to adjudicate and determine the act or commission of unfair means in each case. However, order for inflicting punishment shall be notified by the Dean. The Committee shall consist of a senior most Professor as Chairman, two Heads of the Department / Section, I/c Academic, I/c of NCC or NSS units of the college. The Committee shall be nominated by the Dean of the college.

11.6 The semester which has been cancelled as a punishment shall be counted towards the residential requirements.

11.7 A student with more than one proven cases of unfair means or misconduct of serious nature in the examination hall shall be dropped from the rolls of the V.V.

12. REVALUATIONS AND RE-TOTALING OF MARKS

12.1 A student whose result of final examination of a semester has been declared by the Vishwa Vidyalaya and displayed on the college notice board by the Dean may apply for either the revaluation of final theory answer books or re-totaling of marks of not more than two course to the Dean of college within seven days after declaration of result.

- 12.2 (a). The revaluation or re-totaling will be done by a teacher of the respective department nominated by the Dean.
- (b). If the marks of a student in revaluation decrease, the revaluation marks will be ignored and the original marks earned by the student will remain unchanged.
- (c). If the increase in marks is up to 10% of the maximum marks prescribed for the paper, then the marks awarded by the revaluer will substitute the original marks.
- (d). If the increase or decrease in marks is more than 10% of the maximum marks prescribed for the paper, then the answer book will be valued by a third valuer. In that event, the average of the nearest two figures shall substitute the original marks, only if it is higher than the original marks.
- (e). **No revaluation or re-totaling will be allowed for the Practical / RAWE / Experiential Learning courses.**

13. ACADEMIC STANDING, CONTINUANCE AND RE-ADMISSION OF STUDENTS

- 13.1 Continuance of a student as an enrolled student of the Vishwa Vidyalaya shall depend on the fulfillment of the following conditions
- (a) Continuous satisfactory academic performance.
- (b) Satisfactory conduct and disciplined behavior.
- (c) Satisfactory health and physical capacity to continue academic activities.
- (d) Timely payment of prescribed fees/dues and registration of courses.
- 13.2 A student in the Ist year of the degree programme failing in more than 5 courses at the end of Ist semester or at the end of the academic session, shall be re-admitted in the same class in the subsequent academic session.
- 13.3 Re-admitted student will be subject to the same academic rules as for newly admitted student.
- 13.4 A student failing in 5 or fewer courses at the end of the academic year / sessions shall be placed on Academic Probation and shall be permitted to register courses of next higher class. The student who are on academic probation and have been allowed to register the course of higher class will have to register the failed courses of lower class also.
- 13.5 A student of IInd year class shall be permitted to register courses of IIIrd year class with one failed course of first year. Similarly, a student of third year class shall be permitted to register course of fourth year with one failed course of IInd year class. But the total failed courses while being promoted to IIIrd or IVth year class, as the case may be, shall not exceed the prescribed limit of five courses. Such students shall appear in the examination of failed courses in the scheduled examination of each semester.
- 13.6 (a) A student in second / third / fourth year class failing in more than five courses in an academic session shall have to register the failed courses of the same class and shall not be allowed to register the courses of next higher class.
- (b) There shall be no supplementary examination. However, an additional examination for the courses of final year only will be conducted for those outgoing student who have acquired the status of final year. In that case, they will be entitled to appear in the additional examination even if they are to clear failed courses of the preceding year. Student appearing in the additional examination shall have to pay fees as prescribed by the Vishwa

Vidyalaya from time to time.

- (c) There shall be no supplementary / additional examination for elective area /Module of Experiential Learning/RAWE/
 - (d) Once the student elects/ opts, an experiential learning module shall not be changed.
 - (e) The failed students shall appear in Experiential Learning / RAWE / as and when offered to the regular students.
- 13.7 A student securing an OGPA of 5.50 on 10 10-point scale, besides other requirements laid down by faculty, shall be eligible for the award of a degree. However, a student obtaining OGPA of less than 5.50 on 10 10-point scale shall be permitted to improve OGPA by repeating the course/ courses in which he/ she secured less than 55% marks during the regular semester(s).

Important : The mentioned regulations and clause of the Ordinance are subject to changes, as and when prescribed by the Indian Council of Agricultural Research (ICAR) to maintain parity with SAUs at national level.

The courses curriculum prescribed by the 5th Deans committee of ICAR will have to be adopted by universities. Revision on course curriculum prescribed by Indian Council of Agricultural Research from time to time will be applicable.

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ORDINANCE NO – 86

Post Graduate (M.Sc.) & Ph.D Degree Programme in Agriculture

1. Academic Year and Registration

- An academic year shall be normally form July to June of the following calendar year otherwise required under special situations. It shall be divided into two academic terms known as semester. Dates of registration, commencement of instructions, semester and examination, end of semester and academic year, etc. The Academic Calendar shall be developed by the concerned University from time to time and notified accordingly by the Registrar in advance.
- An orientation programme shall be organized by the Director (Education)/ Dean PGS for the benefit of the newly admitted students immediately after commencement of the semester.
- On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/ Semester Calendar or specially notified separately. Every enrolled students shall be required to register at the beginning of each semester till the completion of his/ her degree programmes.

2. Credit requirements

2.1 Framework of the courses

The following nomenclature and credit hrs need to be followed while providing the syllabus for all the disciplines:

		Master's Programme	Doctoral Programme
(i)	Course Work		
	Major courses	20	12
	Minor Courses	08	06
	Supporting Courses	06	05
	Common Courses	05	-
	Seminar	01	02
(ii)	Thesis Research	30	75
	Total	70	100

Major Courses: From the Discipline in which a student takes admission. Among the listed courses, the core courses compulsorily to be taken may be given mark.

Minor Courses: From the subjects closely related to a student's major subject

Supporting Courses: The subject not related to the major subject. It could be any subject considered Relevant for students' research work (such as Statistical Methods, Design of Experiments, etc.) or necessary for building his/ her overall competence.

Common Courses: The following courses (one Credit each) will be offered to all student undergoing Master's degree programme:

1. Library and Information Services
2. Technical Writing and Communications Skills
3. Intellectual Property and its management in Agriculture
4. Basic Concepts in Laboratory Techniques
5. Agricultural Research, Research Ethics and Rural Development Programmes

Some of these Courses are already in the form of e-courses/MOOCs. The students may be allowed to register these Courses/ similar courses on these aspects, if available online on SWAYAM or any other platform. If a student has already completed any of these courses during UG, he/ she may be permitted to register for other related courses with the prior approval of the Head of Department (HOD)/ Board of Studies (BOS).

2.2. Supporting Courses

The following courses are being offered by various disciplines (The list is only indicative). Based on therequirement, any of the following courses may be opted under the supporting courses. The syllabi of these courses are available in the respective disciplines. If required, the contents may be modified to suit the individual discipline with approval of the concerned BoS:

Code	Course Title	Credit Hours
STAT 501	Mathematics for Applied Sciences	2+0
STAT 502	Statistical Methods for Applied Science	3+1
STAT 511	Experimental Designs	2+1
STAT 512	Basic Sampling Techniques	2+1
STAT 521	Applied Regression Analysis	2+1
STAT 522	Data Analysis Using Statistical Packages	2+1
MCA 501	Computers Fundamentals and Programming	2+1
MCA 502	Computer Organization and Architecture	2+0
MCA 511	Introduction to Communication Technologies,	
	Computer Networking and Internet	1+1
MCA 512	Information Technology in Agriculture	1+1
BIO CHEM 501	Basic Biochemistry	3+1

BIO CHEM 505

Techniques in Biochemistry

2+2

2.3 Mandatory requirement of seminars

- It has been agreed to have mandatory seminars one in Masters (One Credit) and two in Doctoral Programmes (two Credits).
- The students should be encouraged to make presentations on the latest developments and literature in the area of research topic. This will provide training to the students on preparation for seminar, organizing the work, critical analysis of data and presentation skills.

3 Residential requirements

- The minimum and maximum duration of residential requirement for Master's

Degree and Ph.D. Programmes Shall be as follows:

P.G. Degree Programmes	Duration of Residential Requirement	
	Minimum	Maximum
Master's Degree	2 Academic Years (4 Semesters)	5 Academic Years (10 Semesters)
Ph.D.*	3 Academic Years (6 Semesters)	7 Academic Years (14 Semesters)

* Students may be allowed to discontinue temporarily only after completion of courses work

In case a student's fails to complete the degree programme within the maximum duration of residential requirement, his/ her admission shall stand cancelled. The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4th and 6th semester of his/ her resident ship at the University for Master's and Ph.D. programme respectively.

4 Evaluation of courses work and comprehensive examination

- For M.Sc., multiple levels of evaluation (First Test, Midterm & Final semester) is desirable. However, it has been felt that the comprehensive examination is redundant for M.Sc. Students.
- For Ph.D., the approach should be research oriented rather than exam oriented. In order to provide the students adequate time to concentrate to the research work and complete degree in stipulated time, the examination may have to be only semester final. However, the course teacher may be given freedom to evaluate in terms of assignment/seminar/first test.

- For Ph.D., the comprehensive examination (Pre-qualifying examination) is required. As the students are already tested in course examinations, the comprehensive examination should be based on oral examination by an external expert and the evaluation should cover both the research problem and theoretical background to execute the project. This shall assess the aptitude of the student and suitability of the students for the given research topic. The successful completion of comprehensive examination is to obtain the "Satisfactory" remark by the external expert.

5. Advisory System

5.1 Advisory Committee

- There shall be an advisory committee for every student consisting of not fewer than three members in the case of a candidate for Master's degree and four in the case of Ph.D. degree with the Advisor as Chairperson. The Advisory Committee should have representatives from the major and minor fields amongst the members of the Post-graduate faculty accredited for appropriate P.G. level research. However, in those departments where qualified staff exists but due to unavoidable reasons Post-graduate degree programmes are not existing of two years or more may be included in the Advisory Committee as member representative the minor.
- At any given time, a P.G. teacher shall not be a Chairperson, Advisory Committee (including Master's and Ph.D. programmes) for more than five students.
- The Advisor should convene a meeting of the Advisory Committee at least once in a Semester. The summary record should be communicated to the Head of Department, Dean of the College of concerned. Director (Education)/ Dean PGS and Registrar for information.

Advisor/ Co-guide/ Member, Advisory Committee from other collaborating University/ Institute/ Organization

- In order to promote quality Post-graduate research and training in cutting edge areas, the University may enter into Memorandum of Understanding (MOU) with other Universities/ Institutions for conducting research. While constituting an Advisory Committee of a student, if the Chairperson, Advisory Committee feels the requirement of involving of a faculty member/ scientist of such partnering university/ Institute/ Organization, he/ she may send a proposal to this effect to Director (Education)/ Dean PGS along with the proposal for consideration of Student's Advisory Committee (SAC).
- The proposed faculty member from the partnering institution can be allowed to act as Chairperson/ Co-guide/ Member, SAC, by mutual consent, primarily on the basis of intellectual input and time devoted for carrying out the research work at the particular institution. The faculty member/ scientist of partnering institutions

1. The staff having Post-graduate teaching experience

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in the SAC shall become a temporary faculty member of the University by following the procedure approved by the Academic Council.

Allotment of students to the retiring persons

Normally, retiring person may not be allotted M. Sc. Student if he/ she is left with less than 2 years of service and Ph.D. student if left with less than 3 years of service. However, in special circumstances, permission may be obtained from the Director (Education)/ Dean PGS, after due recommendation by the concerned Head of the Department.

Changes in the Advisory Committee:

- (i) Change of the Chairperson or any member of the Advisory Committee is not ordinarily permissible. However, in exceptional cases, the change may be effected with due approval of the Director of Education/ Dean PGS.
- (ii) Normally, staff members of the university on extra ordinary leave or on study leave or who leave the University service will cease to continue to serve as advisors of the Post-graduate students of the University. However, the Director (Education)/ Dean PGS may permit them to continue to serve as advisor subject to the following conditions:
 - (a) The concerned staff member must be resident in India and if he/she agrees to guide research and must be available for occasional consultations;
 - (b) An application is made by the student concerned duly supported by the Advisory Committee;
 - (c) In case of a Ph.D. student, he/ she must have completed his/her comprehensive examinations and the research work must be well in progress and it is expected that the student will submit the thesis within a year;
 - (d) The Head of the Department and the Dean of the College concerned agree to the proposal;
 - (e) The staff member, after leaving the University service is granted the status of honorary faculty's membership by the Vice-Chancellor on the recommendation of the Director (Education)/ Dean PGS for guiding as Chairperson or Member, Advisory Committee the thesis/ theses of the student(s) concerned only.
- (iii) In case the Chairperson/ member of a Student's Advisory Committee retires, he/she shall be allowed to continue provided that the student has completed his course work and minimum of 10 research credits and the retiring Chairperson/ member stays at the Headquarters of the College, till the thesis is submitted.
- (iv) If the Chairperson/ member proceeds on deputation to another organization. He/ she may be permitted to guide the student provided his/her new organization is at the Headquarters of the College and his/her organization is willing for the same.
- (v) The change shall be communicated to all concerned by the Head of Department.

6. Evaluation of research work

- It is highly desirable for Ph.D. programme and this should be done annually as an essential part of research evaluation. The Student Advisory Committee shall review the progress of research and scrutinize annual progress reports submitted by the student.
- Midterm evaluation of Ph.D. (to move from JRF to SRF) is a mandatory requirement for all the funding agencies. Hence, the second review of annual progress report need to be done after completion of two years. The successful completion enables the students to become eligible for SRF.

6.1 Prevention of plagiarism

- An institutional mechanism should be in place to check the plagiarism. The students must be made aware that manipulation of the data/ plagiarism is punishable with serious consequences.

7. Learning through online courses

- In line with the suggestion in new education policy and the initiatives taken by ICAR and MHRD in the form of e-courses, MOOCs, SWAYAM. etc. and also changes taking place globally in respect of learning through online resources it has been agreed to permit the students to enrol for online courses. It is expected that the provision of integrating available online courses with the traditional system of education would provide the students opportunities to improve their employability by imbibing the additional skills and competitive edge.

The Committee recommends the following points while integrating the online courses:

1. Board of Studies (BoS) of each Faculty shall identify available online courses and a student may select from the listed courses. The interested students may provide the details of the on-line courses to the BoS for its consideration.
2. A Postgraduate student may take up to a maximum of 20% credits in a semester through online learning resources.
3. The host institute offering the course does the evaluation and provide marks/ grades. The BoS shall develop the conversion formula for calculation of GPA and it may do appropriate checks on delivery methods and do additional evaluations, if needed.

8. Internship during Masters programme

Internship for Development of Entrepreneurship in Agriculture (IDEA)

Currently, a provision of 30 credits for dissertation work in M.Sc./M.Tech/M.F.Sc./M.V.Sc. programmes helps practically only those students who aspire to pursue their career in academic/ research. There is hardly any opportunity/ provision under this system to enhance the entrepreneurship skills of those students who could start their own

enterprise or have adequate skills to join the industry. Therefore, in order to overcome this gap, an optional internship/ in-plant training (called as IDEA) in lieu of thesis/ research work is recommended which will give the students an opportunity to have a real-time hands-on experience in the industry.

It is envisaged that the internship/in-plant training would enhance the interactions between academic organizations and the relevant industry. It would not only enable the development of highly learned and skilled manpower to start their own enterprises but also the industry would also be benefitted through this process. This pragmatic approach would definitely result in enhanced partnerships between academia and industry.

The main objectives of the programme:

1. To promote the linkages between academia and industry
2. To establish newer University - Cooperative R&D together with industry for knowledge creation, research and commercialization
3. Collaboration between Universities and industries through pilot projects
4. To develop methods for knowledge transfer, innovation and networking potential
5. To enhance skill, career development and employability

Following criteria for IDEA will be taken into consideration:

- At any point of time there will not be more than 50% of students who can opt under IDEA
- Major Advisor will be from Academia and Co-advisor (or Advisory Committee member) from industry
- Total credits (30) will be divided into 20 for internship/in-plant training and 10 for writing the report followed by viva-voce similar to dissertation
- Work place will be industry; however, academic/ research support would be provided by the University or both. MoU may be developed accordingly
- The IPR, if any, would be as per the University policy

9. Teaching assistantship

- Teaching assistantship shall be encouraged. This will give the required experience to the students on how to conduct courses, practical classes, evaluation and other related academic matters. This is an important part of Ph.D. training all over the world and it is expected to address the shortage of faculty in many institutions/ universities.
- The fulltime doctoral students of the University with or without fellowship may be considered for award of Teaching Assistantships in their respective Departments. The Teaching Assistantship shall be offered only to those doctoral students who have successfully finished their course work. Any consideration for award of Teaching Assistantships must have the consent of the supervisor concerned.

- Teaching Assistantships shall be awarded on semester to semester basis on the recommendation of a screening/ selection committee to be constituted by the Vice Chancellor. All classes and assignments given to the Teaching Assistants, including tutorials, practicals and evaluation work shall be under the supervision of a faculty member who would have otherwise handled the course/ assignment.
- Each Ph.D. student may be allowed to take a maximum of 16 classes in a month to UG/ Masters students.
- No additional remuneration shall be paid to the students who are awarded ICAR JRF/SRF. The amount of fellowship to be paid as remuneration to other students (who are receiving any other fellowship or without any fellowships) may be decided by the concerned universities as per the rules in force. However, the total amount of remuneration/ and fellowship shall not exceed the amount being paid as JRF/ SRF of ICAR.
- At the end of each term. Teaching Assistants shall be given a certificate by the concerned Head of the Department, countersigned by the School Dean, specifying the nature and load of assignments completed.

10. Compliance with the National Education Policy-2020

- While implementing the course structure and contents recommended by the BSMA Committees, the Higher Education Institutions (HEIs) are required to comply with the provisions of National Education Policy-2020, especially the following aspects:
- Given the 21st century requirements, quality higher education must aim to develop good, thoughtful, well-rounded, and creative individuals. It must enable an individual to study one or more specialized areas of interest at a deep level, and also develop character, ethical and Constitutional values, and intellectual curiosity. Scientific temper, creativity, spirit of service, and 21st century capabilities across a range of disciplines including sciences, social sciences, arts, humanities, languages, as well as professional, technical, and vocational subjects. A quality higher education must enable personal accomplishment and enlightenment, constructive public engagement, and productive contribution to the society. It must prepare students for more meaningful and satisfying lives and work roles and enable economic independence (9.1.1. of NEP-2020).
- At the societal level, higher education must enable the development of an enlightened, socially conscious, knowledgeable, and skilled nation that can find and implement robust solutions to its own problems. Higher education must form the basis for knowledge creation and innovation thereby contributing to a growing national economy. The purpose of quality higher education is, therefore, more than the creation of greater opportunities for individual employment. It represents the key to more vibrant, socially engaged, cooperative communities and a happier, Cohesive, cultured, productive, innovative, progressive, and prosperous nation (9.1.3. of NEP-2020).

- Flexibility in curriculum and novel and engaging course options will be on offer to students. in addition to rigorous specialization in a subject or subjects. This will be encouraged by increased faculty and institutional autonomy in setting curricula. Pedagogy will have an increased emphasis on communication, discussion, debate, research, and opportunities for cross-disciplinary and interdisciplinary thinking (11.6 of NEP-2020).
- As part of a holistic education, students at all HEIs will be provided with opportunities for internships with local industry, businesses, artists, crafts persons. etc., as well as research internships with faculty and researchers at their own or other HEIs/research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability (11.8 of NEP-2020).
- HEIs will focus on research and innovation by setting up start-up incubation centres: technology development centres: centres in frontier areas of research; greater industry academic linkages: and interdisciplinary research including humanities and social sciences research (11.12. of NEP-2020).
- Effective learning requires a comprehensive approach that involves appropriate curriculum, engaging pedagogy, continuous formative assessment, and adequate student support. The curriculum must be interesting and relevant, and updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes. High-quality pedagogy is then necessary to successfully impart the curricular material to students: pedagogical practices determine the learning experiences that are provided to students, thus directly influencing learning outcomes. The assessment methods must be scientific, designed to continuously improve learning and test the application of knowledge. Last but not least, the development of capacities that promote student wellness such as fitness, good health, psycho-social well-being, and sound ethical grounding are also critical for high-quality learning (12.1. of NEP-2020).

Important:-

- The mentioned regulation and clause of the ordinance are based on the recommendation of Broad Subject Matter Area (BSMA) committee of ICAR and are subject to change as and when prescribed by ICAR.
- Course Curriculum for Master and Ph.D. Degree programmes will be based on the recommendation of Indian Council of Agriculture Research BSMA committee and is subject to modification as and when prescribed by ICAR.

Abhishek Shukla, Prof. Director.

भोपाल, दिनांक 15 मार्च 2024

क्र. आर-28-सीसी-24-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, जे.एन.सी.टी. प्राफेशनल निजी विश्वविद्यालय, भोपाल के प्रथम अध्यादेश क्रमांक 01 से 78 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 01 से 78

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL**ORDINANCE NO.01****Faculty and Name of Programme of JNCT Professional University, Bhopal**

JNCT Professional University, Bhopal offers following Faculty mentioned in column (2), Level of Program as mentioned in column (3) and Name of Program as mentioned in column (4)

S.No.	Faculty	Level of Program	Name of Program
1	2	3	4
1	Faculty of Medicine	Under Graduate	M.B.B.S.
		Post Graduate	M.S. / M.D.
		Super Specialty	D.M./ M.Ch.
		Doctoral	Ph.D., Fellowship
		Post-Doctoral	D.Sc.
2	Faculty of Ayush	Under Graduate	B.A.M.S. / B.H.M.S./ B.U.M.S./ B.Y.N.S.
		Post Graduate	M.S./M.D./M.Y.N.S.
		Doctoral	Ph.D.
3	Faculty of Dentistry	Under Graduate	B.D.S.
		Post Graduate	M.D.S.
		Doctoral	Ph.D., Fellowship
4	Faculty of Nursing	Diploma	General Nursing Midwifery (GNM)
		Under Graduate	Post Basic B.Sc. B.Sc. Nursing
		Post Graduate	M.Sc. Nursing Nurse Practitioner
		Doctoral	Ph.D., Fellowship
5	Faculty of Rehabilitation Science	Under Graduate	B.A.S..P/ BPO
		Post Graduate	M.Sc. in Audiology/ M.Ed./ MPO
			M.Sc. in Speech- Language Pathology
		Post Graduate Diploma	Post Graduate Diploma Course in Auditory Verbal Therapy
6	Faculty of Allied and Paramedical Sciences	Diploma	Diploma in O.T. Technology
			Diploma in Dialysis Technician
			Diploma in X-Ray Radiographers
			Diploma in Medical Laboratory
			Diploma in Paramedical Ophthalmic Assistant
			Diploma in Perfusionist Cardiac Surgery Technician.
			Diploma in Cath- Lab Technician

			Diploma in Optometric- Refraction
			Diploma in Anesthesia Technician
			Diploma in Sanitary Inspector
			Diploma in Blood Transfusion
			Diploma in Clinical Biochemistry
			Diploma in Microbiology
		Under Graduate	Bachelor in Medical Lab Technology
			Bachelor in X-Ray & Radiological Imaging
			Bachelor in Prosthetics and orthotics
			B.P.T
		Post Graduate	Master in Prosthetics and Orthotics
			Master in Medical Lab Technology
			M.P.T.
		Doctoral	Ph.D., Fellowship
7	Faculty of Management & Commerce	Under Graduate	BBA
			Bachelor of Commerce / B.Com. Research 4 Years CBCS
			BBA in Hospital Administration
		Post Graduate	Master of Commerce
			MBA
			Executive MBA
			MBA in Hospital Administration
			Integrated BBA+MBA
		Post Graduate Diploma	PGDM
8	Faculty of Law	Under Graduate	LLB
			Integrated BBA+LLB
			Integrated BA+LLB
			Integrated B.Com.+ LLB
		Post Graduate	LLM
		Doctoral	Ph.D., Fellowship
		Post- Doctoral	LLD
9	Faculty of Arts & Design	Under Graduate	Bachelor of Art / B. A. Research 4 year CBCS
			Bachelor of Fine Arts (BFA)

			B. Design in Fashion Technology and Accessory Design/Product Design/Industrial Design etc.
			Bachelor of Science in Fashion Design
		Post Graduate	Master of Art
			Master of Fine Arts (MFA)
			Master of Design in Fashion Design (M. Design)
		Doctoral	Ph.D.
		Post-Doctoral	D.Lit.
10	Faculty of Social Sciences and Humanities	Under Graduate	Bachelor of Art / B. A. Research 4 year CBCS
		Post Graduate	Master of Art
		Doctoral	Ph.D.
		Post-Doctoral	D.Litt.
11	Faculty of Science	Under Graduate	B.Sc. / B.Sc. Research 4 year CBCS
		Post Graduate	M.Sc.
		Doctoral	Ph.D.
		Post-Doctoral Science	D.Sc.
12	Faculty of Life Science	Under Graduate	B.Sc. / B.Sc. Research 4 year CBCS
		Post Graduate	M.Sc.
		Doctoral	Ph.D.
		Post-Doctoral Science	D.Sc.
13	Faculty of Vocational Studies	Certificate	C. Voc.
		Diploma	D. Voc.
		Under Graduate	B. Voc.
		Doctoral	Ph.D.
14	Faculty of Media and Mass Communication	Under Graduate	B.A.J.M.C.
		Post Graduate	M.A.J.M.C.
		Doctoral	Ph. D.
15	Faculty of Pharmacy	Diploma	D. Pharma
		Under Graduate	B.Pharma
		Post Graduate	M.Pharma
		Doctoral	Ph. D.
16	Faculty of Engineering	Diploma	Engineering
		Under Graduate	B.E. / B.Tech.
		Post Graduate	M.Tech.
		Doctoral	Ph.D.
17	Faculty of Agriculture	Post Doctoral	Post Doc.
		Under Graduate	B.Sc. (Agriculture), B.Tech. (Agriculture)
		Post Graduate	M.Sc. Agriculture
		Doctoral	Ph.D.
18	Faculty of Education	Diploma	Diploma in Elementary Education (D.El.Ed.)
		Under Graduate	B.Ed.
		Post Graduate	M.Ed
		Doctoral	Ph.D.
19	Faculty of Physical Education	Under Graduate	B.P.Ed., BPES
		Post Graduate	M.P.Ed., MPES
		Doctoral	Ph.D.

The Faculty/ Program/ Course listed above are not comprehensive and the University reserves the right to add, delete and Alter the Program/ Course as required, as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission.

ORDINANCE NO. 02**ADMISSION, ENROLLMENT AND MIGRATION****1. DEFINITIONS:**

In this ordinance, unless there is anything repugnant in the subject or context;

1.1 "Equivalent" examination means an examination which has been conducted by;

1.1.1. Any recognized Board of Higher Secondary Education, or

1.1.2. Any Indian University / Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.

1.1.3. Any other foreign qualifications considered equivalent by appropriate authority.

1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of University.

2. ADMISSION PROCEDURE:

2.1 Admission in the University shall be made strictly on the basis of Merit.

2.2 Merit for admission in the constituent institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies or by common entrance test of the University.

2.3 The application for admission shall, among others, be accompanied by

2.3.1 The School/ Institute Leaving Certificate/ Transfer Certificate signed by the Head of the Institutions last attended by the student..

2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.

2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this university; he shall submit in addition to the Institute Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

2.3.4 Any other document as required by Concerned Institution.

Provided that, if it does not become possible for the applicant to obtain a Migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

- 2.4 No student migrating from any other University shall be admitted to any class in an Institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination, in any institution without the approval of the Vice-Chancellor. Vice-Chancellor may permit such candidate in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.
- 2.7 No person, who is under sentence of rustication from another University or a teaching institution connected this University shall be admitted to any course or study in Institution of this University.
- 2.8 Admission of students to all institutions, those for Medicine, Dentistry, Nursing Physiotherapy, speech & Hearing, Occupational Therapy, Allied and Paramedical Sciences and other faculties in each academic year shall be completed by the first day of the academic session. Admission in various faculties shall be as per the norms of apex council.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission in the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand automatically as cancelled.
- 2.9 The list of admitted students in medical & other related course should also be made available to NMC, DCI or any other respective apex council, to as well as Director Medical Education Department or any concerned government department, Government of M.P. and Admission & Fee Regulation Committee constituted under M.P. Niji Vyavasayik Shikshan Sansthan (Pravesh ka Viniyaman Avam Shulka Nirdharan) Adhiniyam 2007 within One week from the last date of admission or as may be prescribed by competent authority.
- 2.10 The admission procedure as prescribed if any, by Medical Education Department or concerned government department, Government of M.P. and other State & Central Regulatory bodies for professional & Technical courses will be followed.

3. LATE ADMISSIONS:

- 3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/ she migrates from another constituents institution of the University and has paid his/ her fees in the former institution up to the preceding month.
- 3.2 The Head of the institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

4. TRANSFER OF STUDENT:

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in Para (1) above a student, who during an academic session desires to leave the constituents institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
- 4.3.1 Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
- 4.3.2 Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such installment of Tuition fees as he has already paid in the Institution from which he/she is transferring.

5. DISCIPLINE:

- 5.1 Every student in the University shall at all times be of good behavior, show diligence, maintain decorum and dignity, take proper interest in co-curricular activities and

observe all rules of discipline of the institution of which he is student and of the University.

- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:

5.2.1 Suspend such a student from attending classes at a time; or

5.2.2 Expel such a student from the institution; or

5.2.3 Disqualify such a student from appearing at the next ensuing examination;

or

5.2.4 Rusticate such a student.

- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporally from the Institution pending inquiry into his conduct in connection with an alleged offence.

- 5.5 The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.

- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.

- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

6. ENROLLMENT OF STUDENTS:

- 6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.

- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the Institute to which the student has been admitted.

- 6.3 i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/ her name is borne on the Register of Enrolled Students.

- ii) The fee for enrollment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by Institutes shall be as follows:
- 6.4.1 Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
- 6.4.2 On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/ correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable) and required documents along with affidavit.
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favor of the applicant prior to the order for a change/ correction in the name.
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules/regulations.

7. MIGRATION:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents/ near relative or on medical grounds if he/ she applies along with migration form and prescribed migration fees as decided by university.

However, the migration in professional Institutes will be governed by Rules/Regulation of Statutory Bodies, such as NMC,DCI,INC,BCI & AICTE or any other statutory body.

8. CONSIDERATION FOR SPECIAL CATEGORIES:

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/ guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt. or applicable extant instructions from time to time.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Deans of the schools. The decision of the Vice-Chancellor shall be final and binding.

ORDINANCE NO. 03**UNIVERSITY EXAMINATIONS (GENERAL)****1. DEFINITIONS:**

In the ordinance unless the context requires otherwise, following meaning shall apply.

- 1.1 **"Regular Candidate"** means a person, who has admitted in a regular course of studying any teaching department of the JNCT Professional University, Bhopal or seeks admission in the course of the University as such.
- 1.2 **"Ex-student/ Repeater Candidate"** means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 **"Detained Candidate"** means the candidate who has taken admission in the University as a regular student but he has not been permitted to appear in the examination due to shortfall of attendance, indiscipline or any other reason.
- 1.4 **A "Regular Course of Study" means:**
- 1.4.1 In case of the student pursuing Medicine and Dentistry course, attendance should be at least seventy five percent of lectures and eighty five percent of practical and clinicals conducted separately. This will vary according to the apex controlling authority norms at different times.
- 1.4.2 In case of students pursuing course of other faculties should attend the theory and practical classes as prescribed by governing council.
- 1.4.3 Courses where no governing council exist student should attend 75% theory and Practical Class separately.
- 1.5 **"Forwarding Officer"** means: The Principal of the Institute/ HOD where the candidate had persecuted a regular course of study. Attested means attested by the forwarding officer.

2. ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY

- 2.1 Candidate can get admission in regular course, provided they have applied in the course/ Institute and got selected. Also the regular candidates must possess the Minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
- 2.2 Where a candidate offers an additional/ optional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the

- minimum attendance requirement shall apply equally in case of such additional subject.
- 2.3 In computing the attendance for fulfillment of the condition regarding prosecution of regular course of study:
- 2.3.1 Attendance at lectures delivered and practical/ clinical/ sessional, if any held during the academic session shall be counted.
- 2.3.2 Attendance shall be calculated from the date of commencement of course.
- 2.3.3 Attendance by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
- 2.3.4 Attendance at N.C.C./ N.S.S. Camp during the session shall be taken as full attendance at Lectures/ Practical on each day of camp and the days of journey to such camp.
- 2.3.5 Participation as a member of a University/ Institute team in any inter University or inter- Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participation therein.
- 2.4 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical /clinical /sessional held in each subject may be condoned by the Vice-Chancellor.
- 2.5 A regular candidate eligible for an examination shall submit their examination form on or before the last date notified by the Controller of Examination.
- 2.5.1 Submit an examination form for appearing to the examination through the Dean/ Principal/ Head of the University Teaching Departments indicating the subject in which he desires to present himself for the examination.
- 2.5.2 Pay along with the examination form, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/ her in each paper at the examination.
- 2.6 The head of Institute shall forward the application submitted by regular candidate together with the examination fee and marks fee to Controller of Examinations on or before the last date notified for the purpose by the University. In case of each application, the Head of Institutions, shall certify the candidate;
- 2.6.1 Possesses the minimum academic qualification as prescribed by Regulatory Body / JNCT Professional University, Bhopal for appearing at the examination to which he seeks admission.
- 2.6.2 Is having good conduct.

2.7 The Head of the Institutions, concerned shall send to the Controller of Examinations, at least three weeks before the commencement of the examination concerned three separate lists as detailed below:-

2.7.1 List A: List of those candidates who have full filled the minimum criteria of prescribed attendance as per regulatory body of that course/ University Policy.

2.7.2 List B: List of those candidates whose attendance is short by not more than 10% for condonation by the Vice Chancellor, the Principal/ Head of the Institutions concerned are required to give specific reasons for condonation of shortage along with their recommendation.

2.7.3 List C: List of those candidates whose shortage of attendance exceeds 10% and who are to be debarred from appearing in the examination.

2.8 The Head of the Institutions may detain a regular candidate from taking an examination, if he does not pay out standing Institute dues, or does not return the Institute property and all the articles and uniforms issued to him or does not pay the cost there of in case of loss, within one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

However, this detention (on grounds other than shortage of attendance) must be notified by Board of Studies.

3 ADMISSION OF AN EX-STUDENT/ REPEATER CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY:

3.1 No ex-student/repeater candidate shall be admitted to an examination of the University unless he/ she submits with his/ her application for appearing in the examination:

3.1.1 The statement of marks (in original) obtained by him/ her at the said examination issued by the University together with an attested copy hereof, or

3.1.2 In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal/ Head of the Institute last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

3.2 No person shall be admitted as an ex-student/ repeater candidate at any examination in the various faculties if he has failed to secure the minimum marks required for passing in the sessional. In case of repeater student the norms of Statutory Bodies will always be followed.

3.3 An ex-student/repeater candidate for an examination shall:

3.3.1 Submit through the Head/Principal of the Institute, wherein he had prosecuted a regular course of study, an application for admission to the examination in

- the prescribed form on or before the last date notified by the University and specify therein.
- 3.3.1.1 Whether he/she is a candidate for the full examination or for Supplementary examination.
- 3.3.1.2 The subject or subjects in which he/ she desires to present himself/herself for the examination.
- 3.3.2 Submit with his application evidence or having been admitted to the examination earlier as required in paragraph 3.1 above.
- 3.3.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- 3.3.4 Pay the fee prescribed for the examination together with the additional fee as prescribed by university for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed Bank Draft in favor of University or in any other manner prescribed by the University.
- 3.4 An ex-student/ repeater candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/ paper offered by him earlier cases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- 3.5 An ex-student/ repeater candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects notified in the University.
- 3.6 Every ex-student/ repeater candidate shall appear at the examination center at which the regular candidates from the Institute in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may, for sufficient reasons, required or allow a candidate to change his/her Examination Centre.
- 3.7 In the event of change of Regulations, scheme and contents in the Courses and introductions of revised schemes, the old Regulations shall continue for two academic year or four University Examinations.
- 3.8 The students of old scheme will be permitted to appear in the University Examinations for next two academic years or four University examinations to complete the respective subjects, failing which the students shall come under the new scheme.

4. GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES:

- 4.1 No candidate shall be allowed to pursue more than one degree examination or more than one degree courses simultaneously in the same academic year.
- 4.2 A candidate who has passed the Bachelor's Degree Part I, or Part II Examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the Degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the Corresponding Examination. However, this clause shall be applicable to the courses which are notified in the University. Said transfer can only be allowed if candidate gets permission from competent government authority/ statutory body.
- 4.3 No person who has been expelled or rusticated from any Institute or University or has been debarred from appearing at a University Examination shall be admitted to any examination during the period for which the sentence is in operation.
- 4.4 The Controller of Examination shall issue an admission card in favor of a candidate if;
- 4.4.1 The application of the candidate is complete in all respect in accordance with the provisions applicable to him/her and in order
- 4.4.2 The candidate is eligible for admission to examination, and
- 4.4.3 The fees as prescribed have been paid by the candidate.
- 4.4.4 The candidate meets the required attendance criteria.
- 4.5 The admission card issued in favour of a candidate and also the permission given to candidate to appear at an examination may be withdrawn if it is found that:
- 4.5.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 4.5.2 Any of the particulars/ vital information given or documents submitted by the candidate in or with the application for enrollment, admission to an Institution or admission to an examination is false or incorrect.
- 4.6 The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of fee prescribed. Such card shall show at a prominent place the word "Duplicate".
- 4.7 A candidate shall not be admitted into the Examination hall unless he/she produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
- 4.8 In the examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/ she shall obey his/her instructions. In the event of

a candidate disobeying the instructions of the Superintendent or his/her in disciplined conduct or insolent behavior towards the Superintendent or any invigilator, the candidate may be excluded from that particular day of examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the Superintendent of the Center.

4.9 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner preventing to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and he may take help from security agencies/ police.

4.10 If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and/ or handed over to the Police by the Superintendent of the centre.

4.11 A candidate expelled on any of the grounds mentioned in (4.9) or (4.10) above will not be allowed to appear in the subsequent papers.

4.12 In every case where action is taken by the Superintendent under (4.9), (4.10) or (4.11) above, a full report shall be sent to the University and the Board of Management may according to the gravity of the offence, further punish a candidate by cancelling his/her examination and/ or debaring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate. .

4.13:

4.13.1 The candidate may be debarred from appearing in the examination; if a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Board or the Committee on use of unfair means appointed for the purpose by the Board may cancel his examination and also debar him from appearing in the examination of the University for one or more years according to the nature of the offence.

4.13.2 The University may cancel the examination of a candidate and/ or debar him from appearing in the examination of the University for one or more years. If it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and was instrumental in or had abetted the tampering of University records including the answer books, mark sheets, result-charts, diplomas and the like.

4.13.3 The Board may cancel the examination of a candidate and/ or debar him/her from appearing in the examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained

admission to the examination by misrepresenting facts or by submitting false or forged certificates/documents.

- 4.13.4 When the University intends to award any of the aforesaid penalties under clause (4.13.1), (4.13.2), or (4.13.3) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show Cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time before awarding the penalty.

- 4.14 A candidate, who is unable to present himself for an examination or part due to sickness or other cause there of shall not be entitled to any refund of his/her fees. Provided that, the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.

4.14.1 Examination Fee after deduction of 50%

4.14.2 Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in the foregoing paragraph if he/she changes the Faculty or his/her subject in case of Post-graduate examination.

- 4.15 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- 4.16 A candidate whose result has been declared may apply to the Registrar/ Controller of Examination in the prescribed form within twenty days of the declaration of his result for the revaluation of any of his answer books. Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.
- 4.17 A candidate, who has passed any Final Degree Examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar/ Controller of Examination for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee, as prescribed by the University.
- 4.18 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.

- 4.19 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force & registered FIR copy must be enclosed that the applicant has real need for a duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee as prescribed by the University.
- 4.20 The names of first 10% to a maximum of ten successful candidates in each regular course who obtain first division in first attempt examination, other than second full examination, who obtain First Division shall be declared in order of Merit for each class/subject as the case may be.
- 4.21 Grace marks as given by Statutory Bodies norms and/or as prescribed in respective ordinance.
- 4.22 The Vice-Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Division by one mark. Where the deficiency is not condoned, one mark shall nowhere be added. Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 4.20.
- 4.23 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
- 4.24 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned. In case of semester system/annual system courses the candidate will be promoted to next semester/ year even if he/she fails in previous semesters/year. He/she can appear in the failed subject along with the regular semester/annual system provided if it is in accordance with the provision of the concerned regulatory body, if any.
- 4.25 There shall be a second full examination as far as possible in August/September or as notified on university website every year for candidates, who have failed earlier or having been admitted to the examination were unable to appear in the any teaching department/subject of JNCT Professional University, Bhopal provided the examination concerned is not conducted on a Semester basis. Candidates who are declared eligible to appear at a Supplementary Examination shall also be eligible to appear as supplementary candidates in these examinations. Every candidate desirous of appearing at the Second Examination shall submit an application as indicated in this Ordinance with the requisite fees. The results of candidates appearing in the Second Examination shall be declared in accordance with the provisions of the Ordinances.
- 4.26 Such candidates are eligible to appear in the Second Examination may be provisionally admitted to the next higher class in an institution and their attendance in the higher class shall be counted in cases they are declared successful at the

Second Examination. If the candidate fails at the Examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.

4.27 The following shall be eligible to appear at the Supplementary Examination

4.27.1 Candidates who have failed at the examination.

4.27.2 Candidates for examinations other than those enumerated in (4.27.1) above, who are declared eligible to appear at a supplementary examination in accordance with the provisions of the respective examination Ordinance.

4.28 Except when provided otherwise in the Ordinance or the Regulation concerned, candidate who has been declared eligible for a Supplementary Examination may appear as a Supplementary Examination Candidate in the two examinations immediately following the examination in which he was declare to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.

4.29 A candidate appearing in the Supplementary Examination shall be declared to have passed his examination if he secures the minimum pass marks in the subject or group as the case may be, except when provided otherwise in the examination Ordinance concerned. Such a candidate shall be deemed to have obtained only the minimum passing marks in the subject or group as the case may be and such minimum passing marks shall be taken into account in determining the division at the examination.

4.30 Members (other than Institutional members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners Inspectors etc. appointed to inspect Centers of Examination shall be paid travelling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, teachers and employees of the University from time to time as prescribed in the Ordinances/Rules.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice- Chancellor shall be final and binding.

ORDINANCE NO. 04**CONDUCT OF UNIVERSITY EXAMINATIONS****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This ordinance may be called JNCT Professional University, Bhopal (Regarding conduct of Examination) Ordinance 2021.
- 1.2 This shall come into force with effect from the publication in Madhya Pradesh Gazette.

2. DEFINITIONS:

In this ordinance, unless the context otherwise requires;

- 2.1 "Act" means the Madhya Pradesh Niji Vyavsayik Shikshan Sanstha Adhiniyam 2007 as amended time to time.
- 2.2 "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years;
- 2.3 "Ordinance" means the Ordinance made under the provisions of Act;
- 2.4 "Section" means Section of the Act;
- 2.5 "State Government" means the Government of Madhya Pradesh;
- 2.6 Words and expression used but not defined in this ordinance shall have the meaning as assigned to them in the Act.

3. OTHER DEFINITIONS:

In this Ordinance relating to the conduct of examinations, unless there is anything repugnant in the subject or context,

- 3.1 "Academic Year" means a year commencing on such date as may be decided by the Academic Council/ Statutory Council.
- 3.2 "Admission to an Examination" means the issuance of an admission card to a candidate in token of his/her having completed all the conditions laid down in the relevant Ordinance(s) by a Competent Authority of the University.

Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him/her subsequently, his/her admission shall be liable to be cancelled.

- 3.3 "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.
- 3.4 "Candidate" means a person who has been admitted to an examination by the University
- 3.5 "Regular Candidate" means an applicant who has applied for an admission to University Examination through all Department/ Recognized Institution, in which he/she has been prosecuting a regular course of studies.
- 3.6 "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.
- 3.7 "Examination fee" means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the competent authority from time to time.
- 3.8 "Repeater Student" is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his/her failure or absence thereat and shall include a student who may have joined a Institute / Department/ Recognized Institution again in the same class.
- 3.9 **Examinations:**
- 3.9.1 "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- 3.9.2 "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 3.9.3 "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 3.9.4 "Super Specialty Examination" means an examination leading to the Super Specialty Degree of the University after the Post Graduation.
- 3.10 "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 3.11 "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 3.12 "Unfair means committee" means the committee to investigate into the cases of unfair means which shall be constituted as per the Act.
- 3.13 "Student" means and includes a person who is enrolled as such by the University/ Constituent Institution, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.

3.14 Moderation of Answer Sheet: Moderation is a process in which a second senior examiner reevaluates an answer sheet section wise irrespective of the marks given by the first Examiner. It gives the same benefit to the student as in the case of revaluation.

3.15 Moderation of Question Papers:

3.15.1 Moderation of Question Papers is a process where a moderator moderates the Question papers previously set by the paper setters.

3.15.2 Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.

3.15.3 A Regular candidate, desirous of taking a University examination, unless otherwise provided in any Ordinance, shall prosecute a regular course of study in one Constituent Units/ Departments / Recognized Institutions of the University for the Course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Ordinance.

Explanation- Prosecution of a regular course of study', means attendance at least not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period or as prescribed concerned apex council, Attendance in both cases shall be calculated till such date before the commencement of the written examination or up to the end of the academic term whichever is later.

3.15.4 The Principal/ Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his Institute, two weeks before the date of the commencement of the written examination.

3.15.5 Notwithstanding anything in any Examination Ordinance, the following provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of study in the various faculties, namely:-

3.15.5.1 A deficiency of attendance at lectures or practical's maximum to the extent of 10% may be condoned by the Vice Chancellor on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student. The Principal/ Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned stating the reasons thereof.

3.15.5.2 In no case the deficiency above 10% shall be condoned.

- 3.15.6 A Regular candidate shall submit his application form for admission to the examination through the Principal/ Dean of his institution/Department along with prescribed fees.
- 3.15.7 The Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.
- 3.15.8 Application forms received after the prescribed date will not be accepted.
- 3.15.9 Candidates who have migrated from other Universities or Boards shall produce a Migration Certificate & TC from the concerned University or Board along with two copies of their attested photo copies with the application for admission to an examination in the University.
- 3.15.10 The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council/ Statutory council.
- 3.15.11 The Board of management shall notify the academic terms, vacations and holidays for the Academic year at or before the commencement of the said academic year.
- 3.15.12 The Board of management shall notify the University Holidays and the discretionary/ special holidays in a particular academic year.
- 3.15.13 The Syllabus and the Text-books, if any, to be prescribed recommended in connection with any subject in which the University conducts examination shall be Faculties and Boards of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.
- 3.15.14 No question shall be put at any University Examinations calling for or necessitating a declaration of religious faith and / or belief on the part of the examinee.
- 3.15.15 –
- 3.15.15.1 A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees under any condition.
- 3.15.15.2 If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/ She may be debarred for one term from appearing in further examination and/ or a fine of Rs. 5000/- or as decided by the board of management from time to time will be imposed. However, in case of subsequent indulgence of

similar nature, the period of debarment may be extended up to three terms.

- 3.15.16 All examinations except viva-voice shall be conducted by means of printed or cyclostyled question papers including such other modality as may be prescribed by the University from time to time. They shall be sent to the examinees on the same day and at the same time and hour at all examination centers.
- 3.15.17 Notwithstanding anything contrary to this Ordinance, no person shall be admitted to a University Examination if he / she have already passed the same examination or corresponding examination of any other University, which has been recognized as equivalent to that examination.
- 3.15.18 The University shall prepare and publish a Schedule of Examinations for each and every course conducted by it at least 01 months before the Examinations.
Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.
- 3.15.19 As per Act, all arrangements for the conduct of the Examinations shall be made by the Controller of Examination and Academic council. Various other duties assigned to Controller of Examination related to examination including arrangements for publication of results of examinations and other tests.

For the smooth and time bound declaration of results and for the fast disposal of the other matters of examination related to the Board of management, the Vice Chancellor may appoint a high power committee **Board of Examination**.

- 3.15.19.1 The "Board of Examination" will consist of the following members:
- 3.15.19.1.1 Vice-Chancellor who shall be the Chairman of the Board;
- 3.15.19.1.2 The Dean of the Faculty concerned;
- 3.15.19.1.3 The Controller of examination (secretary);
- 3.15.19.1.4 The Chairman of the Board of Studies concerned;
- 3.15.19.1.5 One member of the Academic Council to be nominated by the Vice-Chancellor;
- 3.15.19.1.6 One member of the Board of management to be nominated by the Vice Chancellor.

- 3.15.19.2 The Board of Examination/ Controller of Examination shall have all the powers of the Conduct of examination and publication of the results.
- 3.15.19.3 The Vice Chancellor, may, authorize the Controller of Examination to publish the results of the examinations as passed by the "Special result Committee" on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the Institutes concerned.
- 3.15.19.4 The Board of Examination / Controller of Examination shall be responsible to make all the arrangements for the conduct of smooth and fair examination.
- 3.15.19.5 All the decisions taken by the "Board of Examination" shall be placed in the very next meeting of board of management.
- 3.15.19.6 If the board of management is appealed against any decision taken by the "Board of Examination" the Board of management will have the power to revert the decision taken by the "Board of Examination".
- 3.15.19.7 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/ she deems it necessary.
- 3.15.19.8 The tenure of "Board of Examination" shall not be more than one year.

4. **CONTROLLER OF EXAMINATION:**

- 4.1 Controller of Examinations (COE) shall be principal officers of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 4.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 4.3 He/ she shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council with the approval of Vice Chancellor.
- 4.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/ herself and their staff.

- 4.5 He/ she shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 4.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.
- 4.7 The controller of examination shall supply sufficient number of copies of question paper and Answer books required at each center to the center in-charge in reasonable time.

5. EXAMINATION CENTERS AND MANPOWER:

- 5.1 Controller of Examinations in consultation with the Registrar shall identify centers to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 5.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.
- 5.3 The examination center for theory examination shall have provision of secure room to store examination material, Toilets and drinking water facility in proximity of examination hall / halls.
- 5.4 The practical/Clinical examinations shall be preferably held in the respective departments of the Institutions.
- 5.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 5.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various center.
- 5.7 The person's whose relative is appearing for the examination, shall not be assigned any responsibility of that examination or that Center.
- 5.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if he/ she is satisfied that there has been a leakage of question paper/ papers or any other irregularity that warrants such a step.
- 5.9 Controller of examination may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason with the approval of Vice Chancellor.
- 5.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of the examinee, who is unable to write himself/ herself on account of temporarily handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/ woman possessing qualification of at least two class examination lower than the examinee concerned.

- 5.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 5.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic Bodies.
- 5.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing question papers and answer books, tabulation and preparation of marks cards and all such activities incidental there to and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 5.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 5.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehavior, shall be liable for punishment and/ or with a fine equivalent to any loss suffered by the University/ Institute due to the breach of duty or misbehavior.
- 5.16 Whoever instigates or abets the commission of act mentioned above shall also be liable for the same action as provided for the person who acts in this manner.
- 5.17 The Registrar prior with the approval of Vice Chancellor, may from time to time appoint Vigilance Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 5.18 The Controller, may from time to time appoint Vigilance Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice with the prior approval of Vice Chancellor and as per State Govt. norms from time to time accordingly.
- 5.19 The squad may consist of three Officers not below the rank of Assistant Professor and shall be drawn from other Institutions in the JNCT Professional University, Bhopal.
- 5.20 The Vigilance squad works under the controller of examination.
- 5.21 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report to the Controller for further action.
- 5.22 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.

- 5.23 Controller of Examinations shall appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations with the prior approval of Vice Chancellor.
- 5.24 Authorized Manpower required to conduct the theory examinations may be formed which include following members:
- 5.24.1 The Chief Superintendent for each center.
 - 5.24.2 Superintendent for the center.
 - 5.24.3 Invigilators-One invigilator for every 20 students.
 - 5.24.4 Supporting staff.
 - 5.24.5 Examination clerk to prepare the data, stationery, and attendance sheets, packing material etc.
 - 5.24.6 Clerk to help in sorting, packing and sealing of packets of answer books (A/B).
 - 5.24.7 Water men/women- one each in hall/room.
- 5.25 Chief Superintendent shall appoint the personnel mentioned under 5.24.1 to 5.24.4 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the specialty of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examination.
- 5.26 Chief Superintendent shall appoint the personnel mentioned under 5.22.4 in the above list from among the non-teaching staff.
- 5.27 Persons not assigned any examination duty, will neither be permitted to involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.
- 5.28 Authorized Manpower required to conduct Practical/ clinical examination.
- 5.28.1 Internal and external examiners. (Appointed by the Vice Chancellor)
 - 5.28.2 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
 - 5.28.3 One technical assistant (in case of clinical examinations) to Organize patients, material and instruments.
 - 5.28.4 Not more than two attenders.
- 5.29 **Duties and Responsibilities of Chief Superintendent:**
- 5.29.1 Chief Superintendent shall be Head the center to conduct the Theory, practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
 - 5.29.2 He/ she shall be responsible and custodian of the Seal of the Institution.

- 5.29.3 He/ she shall be responsible and custodian of all the related confidential Documents including question papers, answer books, marks sheets, blank proforma etc.
- 5.29.4 He/ she is authorized to appoint the personnel as mentioned in Section 5.24.2 to 5.24.5.
- 5.29.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 5.29.6 He/ she shall arrange to physically check the Examination Hall/ room before commencement of examination for any hidden books and writing material.
- 5.29.7 He/she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 5.29.8 He/ she shall be ensure-proper and timely distribution of Answer books and Question papers to the examinees in each hall/ room.
- 5.29.9 He/ she shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 5.29.10 He/ she shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 5.29.11 He/she shall ensure that the practical/ clinical examinations are held in fair as per the stipulations and within prescribed time.
- 5.29.12 He/she shall ensure that the stationery including answer books, mark award sheets for practical/ clinical examinations are provided to the internal examiner.
- 5.29.13 He/she shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 5.29.14 He/she shall arrange to send the mark award lists after the examination to the Controller at the earliest, preferably same day.
- 5.29.15 He/she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 5.29.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behavior of the examinees.
- 5.29.17 He/she shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 5.29.18 He/she shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money,

if received, and expenditure incurred in connection with the conduct of the examinations.

5.29.19 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds:-

5.29.19.1 That the examinee created a nuisance or serious disturbance at the examination center.

5.29.19.2 That the examinee showed a seriously aggressive attitude towards an invigilator or member of the staff entrusted with the examination work.

5.29.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.

5.29.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, preferably that a teacher of the subject to the written, Examination at any session shall not, be an Invigilator at such session of the examination. However, Subject teacher (Preferably HOD) should be called once at the beginning of theory paper to take care of any misprint.

5.29.21 It shall be the duty of the Center Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

5.30 Duties and Responsibilities of Superintendent:

5.30.1 Shall carry out the tasks as assigned by the Chief Superintendent.

5.30.2 He/she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

5.31 Examiners & Moderators:

5.31.1 Examiners and moderators shall be appointed by the Vice- Chancellor in consultation with a committee.

"The Examiners and moderators committee" shall consist of the following members:-

5.31.1.1 The Dean of the Faculty concerned who shall be the Chairman of the committee;

5.31.1.2 The Chairman of the Board of Studies concerned;

5.31.1.3 A member of the Board of Studies concerned to be nominated for the purpose by the Vice-Chancellor.

5.31.2 if during the course of an examination, an examiner becomes for any cause, incapable of acting as such, the Vice-Chancellor shall appoint any other examiner to fill the vacancy.

5.31.3 The Vice-Chancellor may, appoint a person whose name is not included in the list of names recommended by the Examiners and Moderators committee, if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the statutes and ordinance.

5.32 Each Board of Studies / Examination Committee shall submit to "The Examiners and Moderators Committee", a panel of names, along with their addresses, phone numbers, and Email address suitable for appointment as Paper Setters/Examiners in each paper of each subject/practical assigned to that Board of Studies.

5.32.1 The Board of Studies will recommend:

5.32.1.1 A panel of not less than six names for the appointment of the paper setter of each written paper;

5.32.1.2 A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.

5.32.1.3 A list of names of persons for appointment as examiners in each practical/viva-voice examination, the number of names included the list being sufficient for the conduct of practical / viva-voice examination at different centers.

5.32.1.4. A list of names of persons for appointment as moderators in each subject of examination.

5.33 Vigilance Squads:

5.33.1 The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centers of University Examination to:

5.33.1.1 Ensure that the University Examinations are conducted as per norms laid down.

5.33.1.2 Observe whether the Senior Supervisor and Block- Supervisor are following scrupulously instructions for conduct of the University Examinations.

5.33.1.3 Check the students who try to resort to malpractice at the time of University examinations and report such cases to the University.

5.33.2 The Vigilance Squad is authorized to visit any Examination Center without prior intimation and enter office of the in charge of Examination Center to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking candidate's identity card fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The vigilance Squad shall be authorized to detect use of malpractice and unfair means in the University Examination.

- 5.33.3 The Vice-Chancellor shall appoint Vigilance Squad which may include- Senior Teachers of recognized Institute/ University teachers and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.
- 5.33.4 The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
- 5.33.5 The Dean/Principal of the Institute where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law enforcing authority.
- 5.34 Examiners:**
- 5.34.1 There shall be two categories of examiners. Internal and External.
- 5.34.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the JNCT Professional University, Bhopal.
- 5.34.3 External Examiner shall be a full time teaching faculty from Universities other than the JNCT Professional University, Bhopal.
- 5.34.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.
- 5.34.5 The thesis/dissertation shall be examined by two external examiners, who shall not be the examiner for theory and clinical.
- 5.35 The qualification of the paper setters and co-examiners shall be as follows, namely:
- 5.35.1 Paper setters: Qualification :*(as per the statutory council norms)***
- 5.35.1.1 Postgraduate examinations
- Experience of teaching the subject at the Postgraduate level for at least five years.
- OR
- Experience of teaching the subject at the Postgraduate level for at least four years together with research experience/total teaching experience at the degree and/ or postgraduate level for at least eight years.
- OR
- As per the concerned statutory council or apex council norms.
- 5.35.1.2 Degree Examinations
- Teaching the subject at degree or Postgraduate level for at least five years.

5.35.1.3 Diploma Examinations

-Teaching experience of at least three years of degree or five years of diploma classes.

5.35.1.4 Superspeciality : As per the concerned statutory council or apex council norms or as decided by academic council/ examination of JNCT Professional University, Bhopal

5.35.1.5 Fellowship: As per the concerned statutory council or apex council norms or as decided by academic council/ board of examination of University.

5.35.1.6 Certificate: As per the concerned statutory council or apex council norms or as decided by academic council/ board of examination of University.

5.35.2 Co-Examiners: Qualification:

The qualifications shall be the same as per paper setters. The minimum teaching/ professional experience required shall be same as that prescribed in case of the paper setter:

Provided that, in case of postgraduate examination, degree examinations and diploma examination, where sufficient number of paper setter and Co-examiners in a subject with the aforesaid qualifications is not available, the Vice-Chancellor in consultation with the Board of Examination can change the eligibility criteria.

5.36 The Controller of Examinations shall maintain a permanent list of teachers (Examiners bank) in the University along with their academic qualifications, teaching experience in examination in which they have acted as examiner, moderator, and paper setter in the past and such other information as may be relevant.

5.37 Internal & External Examinations:

5.37.1 "Internal Examiner" means,

5.37.1.1 In case of a theory paper, an examiner including a paper setter who is Regular teacher in a University Teaching Department.

5.37.1.2 In case of practical and viva-voice examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

5.37.2 "External Examiner" means an examiner in a written paper other than the paper setter.

5.37.3 "Co-Examiner" means an examiner in a written paper other than the paper setter.

5.37.4 **"Thesis Examiner"** means two external examiners, who shall not be the examiner for theory and clinical.

- 5.38 Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.
- 5.39 Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed within another sealed cover within prescribed period. He/she shall also furnish a certificate to the effect that he/she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University.
- 5.40 Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit shall, ipso facto, cease to be examiners.
- 5.41 Examiners shall be appointed for examinations to be held in that academic year; however, they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
- 5.42 A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance/ necessary action.
- 5.43 The question papers, unless otherwise specified, shall be set in English/Hindi.
- 5.44 **Panel of Examiners**
- 5.44.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies.
- 5.44.2 **Examination Committee.** There shall be a minimum of 6 examiners in external panel in each subject. Such panel can be reviewed each year by additions and deletions as required..
- 5.44.3 Controller of Examinations shall get the list of panel of examiners approved by the Vice Chancellor.
- 5.44.4 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 5.44.5 Such panel also shall be approved by Vice-Chancellor.

5.45 Theory Question Papers:

5.45.1 The process of procuring question papers for theory examination shall be initiated 6 months in advance.

5.45.2 Examination Committee will produce a panel of Six names for the appointment of the paper setter of each Theory written paper.

5.45.3 The **Examination Committee** will also prepare a panel of Six names of appointment of practical/ viva-voce examiner as well as evaluator and re-evaluator out of Six names of examiner panel of theory and practical the Vice Chancellor approval/ select any three names from the panel.

5.45.4 He/she shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain confidentiality. He/ She also certify whether any of relatives (Blood) are appearing for the examination or not.

5.45.5 All the examination/confidential files shall move through Registrar to the Vice Chancellor accordingly.

5.45.6 He/She shall make arrangement to procure two sets of question papers 6 month in advance of commencement of each examination to maintain availability of at least one sets of question paper as reserve.

5.45.7 University will develop question bank for each subject for all the courses conducted by the University. Controller of Examination will randomly put up the papers in prescribed pattern before the Vice Chancellor shall select the paper randomly.

5.46 Scrutiny and Moderation of Theory Question papers:

5.46.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice Chancellor.

5.46.2 He/she shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.

5.46.3 The responsibility of Moderator is to scrutinize the question paper of his/her subject.

5.46.4 Moderators shall not carry personal bags/ briefs/ mobile and any writing materials while entering the room of moderation.

- 5.46.5 Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus, and ensure proper distribution marks and questions in Sections.
- 5.46.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 5.46.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 5.46.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.
- 5.46.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 5.46.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelop.
- 5.46.11 One set, preferably from older lot shall be used for each examination.
- 5.46.12 These are replaced by new sets of Question papers from time to time.

5.47 Printing of required number of Question papers at the time of theory Examination:

- 5.47.1 Printing of question papers in all the subjects of each Examination shall be done 1 day prior to the commencement of respective Examination.
- 5.47.2 One set of question papers in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself/ herself or In charge functionary, if Controller is on leave.
- 5.47.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

5.48 Printing and safe custody of question papers:

- 5.48.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- 5.48.2 Pack of 10-20 question papers shall be sealed in the pre-labeled envelopes for distribution to the respective Institutions later.

5.48.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centers.

5.49 Answer Books and additional sheets:

5.49.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical/ Clinical examinations required in the process of University examinations.

5.49.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.

5.49.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to conduct Examination.

5.49.4 Other stationary like, examination application forms, Admit Cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc. shall be made readily available in stock in advance.

5.49.5 Controller shall be responsible for distribution and proper accounting of Stationary and various constituent institutions.

5.50 Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examinations etc.:

5.50.1 No person can claim appointment as paper setter/ examiner/ moderator or any other examination work as a matter of right. Appointments of persons as paper setters / examiners/ moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of paper setters may be made at the time of October examination.

5.50.2 The paper setters/ examiners/ moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/examiner/moderator.

5.50.3 The paper setters/examiners/moderators shall follow all the Ordinances given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.

5.50.4 The Dean/Principal of the concerned Institute shall himself/ herself be the Chief Superintendent/ Centre Incharge. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Dean/Principal shall alone be responsible for any laps/ lapses occurring

during the conduct of examination. The eligibility conditions of appointment of examiners will also apply to centre in charge.

- 5.50.5 He shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He shall also ensure the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
- 5.50.6 He shall also ensure that the students are not resorting to unfair means/Practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examination along with his report. He should not leave the examination centre during the examination period.
- 5.50.7 He shall ensure that the answer books are distributed to the students 10 minute before the start of the examination.
- 5.50.8 The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the Institute along with the fees so collected, by demand draft.
- 5.50.9 The receipt of examination forms in the University, the name list, summary and Admit cards of the students shall be sent to the concerned examination centers by the University generally 15 days before the commencement of the concerned examination.
- 5.50.10 The Dean/Principal shall, immediately after the examination is over, dispatch the answer books to the University where coding will be done and will be sent to the CAP centers.
- 5.50.11 The Director of the CAP appointed by the University shall receive the bundles of answer books sent by the University.
- 5.50.12 The Director of the CAP shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 5.50.13 The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
- 5.50.14 As soon as the mark lists are received in the University examination section, the same should be processed immediately. After the approval of Special Result Committee", the results shall be reported to the board of management or Board of Examination for the publication of the results.
- 5.50.15 The results of the concerned examinations shall ordinarily be declared within the specified period the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the

Constituent Unit of the University for distributing the same to the concerned students.

5.50.16 The answer papers of examinations shall be preserved for a period of at least 1 year from the date of declaration of result of the examinations concerned.

5.51 Notification of schedule of registration for the examination:

5.51.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.

5.51.2 The Head of the Institution shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.

5.51.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.

5.51.3.1 List A- List of those candidates who have full filled the minimum criteria of prescribed attendance as per regulatory body of that course/University policy.

5.51.3.2 List B- List of those candidates whose attendance is short by no more than 10% for condonation by the Vice Chancellor, the Principal/Head of the Institutions concerned are required to give specific reasons for condonation of shortage along with their recommendation.

5.51.3.3 List C- List of those candidates whose shortage of attendance exceeds 10% and who are to be debarred from appearing in the examination.

5.51.3.4 List D - The list of candidates who have not qualified in internal assessment marks (as per apex council), Candidate shall not be permitted to appear in the examination.

5.51.3.5 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit Cards.

5.51.3.6 Admit Cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

5.52 The Vice-Chancellor shall ordinarily appoint the Principal/ Dean of Institute or the Head of the Institution which is designated as a centre of examination, as the Centre-in-charge/Chief Supervisor for the University Examinations at that Centre. He/she shall also appoint another suitable person as an independent observer to one or more centers.

- 5.53 Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.
- 5.54 The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in reasonable time.
- 5.55 The results of the examinees shall be tabulated in a prescribed form.
- 5.56 The results of each examination shall be prepared by a person, here in after referred to as tabulator/ computer programmer.
- 5.57 Tabulator/Computer Programmer shall be appointed by the Vice-Chancellor in consultation with Controller of Examination. Tabulator/ Computer Programmer shall be either teachers of Health Sciences Institutes constituent to the University or staff members of the University office or both or an agency nominated by the Vice-Chancellor.
- 5.58 The results tabulated by the tabulators/Computer Programmer shall be scrutinized by a committee or person hereinafter called the "Scrutineer" appointed by the Vice-Chancellor in consultation with "Board of Examination".
- 5.58.1 The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by Board of Management from time to time.
- 5.58.2 The Tabulator/ Computer Programmer shall perform the following duties.
- 5.58.2.1 Posting of marks obtained by the examinee in the tabulation Register.
- 5.58.2.2 Totaling of posted marks.
- 5.58.2.3 Indicating failures in accordance with the provisions of the Ordinance.
- 5.58.2.4 Stating the result at the specified place.
- (Explanation: The result for purposes of this Ordinance includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance)
- 5.58.2.5 Preparation of list of examinees entitled for any awards or prizes.
- 5.58.2.6 Preparation of the result-sheet in the proforma prescribed for its publication.
- 5.58.3 "Scrutinizer" means a person or committee who is appointed by the Vice-Chancellor in consultation with "Board of Examination" and who actually does the work of scrutiny of the results.
- "Scrutiny" means and includes:**
- 5.58.3.1 Checking of posting made by the tabulators from the original statement submitted by the examiner;

- 5.58.3.2 Checking of totals/aggregates posted by tabulator/Computer Programmer,
- 5.58.3.3 Checking of appropriate marking indicating failures;
- 5.58.3.4 Checking of result prepared by the Tabulator (both in the tabulation Register and the Result Sheet) including Distinction, Pass, Fail, Exemption etc.

5.59 Moderation:

5.59.1 The Vice-Chancellor shall, for the examinations of every year, appoint a Committee for moderation of results, if required, which shall consist of-

- 5.59.1.1 The Dean of the Faculty concerned (Chairman)
- 5.59.1.2 One member nominated by the Vice-Chancellor.
- 5.59.1.3 Examination Controller (secretary)

5.59.2 The reports, action taken and proposed by the committee shall be placed before the Vice-Chancellor; the decision taken by the Vice-Chancellor shall be final.

5.59.3 Assessment and Moderation Process:

The University shall issue instructions to the concerned on the following:

- 5.59.3.1 Consistency and uniformity in assessment.
- 5.59.3.2 Remedial measures in respect of discrepancies detected/noticed in the question Paper.
- 5.59.3.3 Unfair means noticed by the assessor/s.
- 5.59.3.4 Administrative, Financial and organizational details.

5.59.4 Post-Assessment:

The University shall issue instructions on the following:

- 5.59.4.1 Decoding/ unmasking of assessed answer books.
- 5.59.4.2 Scrutiny and verification of assessed answer books.
- 5.59.4.3 Preparation and schedule of submission of mark lists to the University.

- 5.60 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.
- 5.61 The Moderation Committee shall set norms of moderation and scrutinise moderation of results which shall be placed before the Board of management or Board of Examination formed by board of management, for approval, if required.
- 5.62 A "Special Result Committee" consisting of three members of the nominated by the Vice Chancellor each year to approve the results of examinations. The Chairman of the committee shall be from amongst its members. No result shall be declared unless it is approved by the "Special Result Committee". The committee will directly report to the Vice- Chancellor or as per the provisions made in this statute.

5.63 Functions of the "Special Result Committee":

- 5.63.1 To scrutinize and pass the result of the examinations, after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to give its recommend to the board of management/ Board of Examination. A copy of results shall also be sent to the Controller of Examination for publication of the results.
- 5.63.2 The "Special Result Committee" may interpret the provisions of any Ordinance, Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Ordinance, Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.
- 5.63.3 The committee shall, after considering the discrepancies pointed out by the Tabulators/ Computer Programmer and Scrutinizers, or in any case where the result is unbalanced, make its recommendations to the Moderation Committee constituted by the Vice-Chancellor from year to year, for moderation of the results, if required.
- 5.63.4 In exceptional cases, the Special Examination Committee may suggest any amendment or modification of any examination Ordinance, which, in its opinion is necessary to the committee of academic council/standing committee of academic council.
- 5.63.5 To scrutinize complaints against question papers and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor.
- 5.63.6 To decide cases of candidates who answered wrong paper and propose necessary action to the Moderation Committee constituted by the Vice- Chancellor;
- 5.63.7 To decide cases of candidates whose answer books were lost in transit and propose necessary action to the Moderation Committee constituted by the Vice- Chancellor.
- 5.63.8 To exercise such other powers as the academic council may delegate to it from time to time.

5.64 Re-totaling and Revaluation of written Papers:

- 5.64.1 Provision of system of re-totaling and revaluation is available for written paper only. The provision is not available in practical or clinical and viva or Internal Assessment.
- 5.64.2 Student who wish to apply for re-totaling and/ or revaluation in one or more subject shall apply for the same in the prescribed form along with the prescribed fees with 15 days from the date of declaration of result.
- 5.64.3 The re-totaling of paper shall be done by the University official or the professor nominated by the Vice Chancellor. old and new marks shall be entered on the prescribed form. If the total is found different in re-totaling the result shall be modified.
- 5.64.4 Answer book for revaluation shall be coded any marks entered in the A/B shall be Hidden/ covered with opaque tape.
- 5.64.5 Revaluation of answer book shall be done by two external subject expert other than the original examiner.

5.64.6 If the average marks awarded by the two external subject expert varies from the marks given by original examination by more than 10% of the maximum marks in the paper. Then only the result awarded by two external examiner and the two valuers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his/her result.

Provided that in case in which "if the average marks awarded by two external examiners is more than 20% of maximum marks on the paper than A/B shall be revalued by third examiner.

5.64.7 The A/B for the revaluation of third examiner shall be open along with marks awarded by other two valuers.

5.64.8 The marks awarded finally by the third examiner shall be taken to represent correct and final valuation and result recast accordingly.

5.64.9 Fresh results of all the students who applied for revaluation, shall be Recomputed and notified by the examination controller with due approval of Vice-Chancellor.

5.65 Head of passing of various courses on their respective faculties will be decided by the academic council, board of studies or the provision of the apex bodies.

5.66 **Number of Attempt:**

5.66.1 **Maximum numbers of attempts and period of passing first Professional examination:** For the professional courses where the first University examination is conducted after one year, the applicant shall pass the first professional examination course as per the norms of Apex council.

5.66.2 Heads of passing of various courses in their respective faculties will be as per the Provision of the Regulatory Body Norms.

5.66.3 The candidate to be eligible to pass in a subject shall pass in all heads of passing in the respective subjects in the same attempt.

5.66.4 Scheme and pattern of examination of various faculties will be as listed in respective subject syllabus.

5.67 **The Standard of Passing :** A candidate to be eligible to pass the examination must have obtained not less than 33% of marks in each of the passing heads of the respective subject except where percentage of passing marks has been decided by the regulatory council.

5.67.1 **Distinction:** 75% and above marks obtained out of the maximum marks allotted to a subject.

5.67.2 A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination in the first attempt.

5.68 Internal Assessment:

Theory and Practical internal assessment marks shall be added as follows.

- 5.68.1 The number and marking pattern (Theory and practical marks distribution) of the periodicals/ terminal & preliminary examination should be as per the syllabus.
- 5.68.2 After every examination for internal assessment, the result should be submitted within 15 days of the examination to the University with following formalities.
- 5.68.2.1 Result sheet should bear the signature of the students in front of their names and marks awarded.
- 5.68.2.2 The result sheet should be duly signed by the examining teacher/s and the head of the department and countersigned by the Dean/Principal of the Institute.
- 5.68.2.3 The result sheet should have date mentioned on it.
- 5.68.2.4 The result sheet should be sealed properly.
- 5.68.3 The result of each examination should be put up on the notice board of the department of Institute for a period of one week.
- 5.68.4 The final result of the internal assessment examinations should be submitted to the University in the format within specified period before the start of University examination.
- 5.68.5 All the answer books, question papers and related documents should be retained with the Institute for at least one year after the declaration of the University examination result.
- 5.68.6 A committee should be formed at the Institute level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the Institute.
- 5.68.6.1 In case of absence of student's for any of the internal assessment examination, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the additional examination.
- 5.68.6.2 In case of any complaint from the candidate regarding the internal assessment examination, a written complaint should be lodged with the HOD/ Dean. Such complaints should be

discussed in the committee meeting. The decision of the committee will be communicated to the student.

5.68.6.3 A candidate who is not satisfied with the decision of the committee at Institute level can appeal to the University for redressal of his grievances.

5.68.7 One additional examination should be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal assessment examinations (periodical/terminal/preliminary). Those candidates whose genuineness of reason for the absence is verified and who are permitted by the committee to appear for the additional examination can appear for such examination. Such an additional examination should be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

5.69 Grace Marks:

Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing will be as per norms of University.

Provided further that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

5.70 Amendment of Result:

5.70.1 **Due to errors:** - In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor, provided the errors are reported / detected within 2 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of management.

Error means-

5.70.1.1 Error in computer/ data entry, printing or programming and the like.

5.70.1.2 Clerical error, manual or machine, in totaling or entering of marks on ledger/register.

5.70.1.3 Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

5.70.2 Due to fraud, malpractice etc.:

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the board of management been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of examinations shall have power at any time, notwithstanding the issue the Certificate or the award of Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

5.71 Unfair means resorted to by the Candidate (MALPRACTICE):**5.71.1 General:**

5.71.1.1 One receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of management/Board of Examination, shall have power at any time to institute inquiry and to punish for such unfair means.

Or

-Breach of the rules by exclusion of such student from any University examination

Or

-From any University course in an Institution **Or**

-In the University Department **Or**

-From any Convocation for the purpose of conferring degree either permanently

Or

-For a specified period, **Or**

-By cancellation of the result of the student in the University examination for which the student appeared **Or**

-By deprivation of any University scholarship held by him/her

Or

-By cancellation of the award of any University prize or medal to him/her **Or**

- By imposition of fine **Or**

-In any two or more of the aforesaid ways within a period of one year.

- 5.71.1.2 Where the examinations of the University courses are conducted by the Institutions on behalf of the University, the Dean/Principal/Head of the concerned Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the Institution for, proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any Institution either permanently or for a specified period or by cancellation of the result of the student in the Institution examination for which he/she appeared or by deprivation of any Institution Scholarship or by cancellation of the award of any Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
- 5.71.1.3 On receipt of report regarding malpractices use or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Institution including breach of the rules laid down for proper conduct of examination, the Management Body in the cases of the examinations conducted by the Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/ her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
- 5.71.1.4 The Controller, may from time to time appoint vigilance Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice with the prior approval of Vice Chancellor and as per State Govt. norms from time to time accordingly.
- 5.71.1.5 The squad may consist of two Officers not below the rank of Assistant Professor and shall be drawn from other Institutions in the JNCT Professional University, Bhopal.

5.71.2 Competent Authority:

- 5.71.2.1 The Board of Management/ "Board of Examination", shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or

allowing to use unfair means at the examination conducted by the University.

- 5.71.2.2 The Dean/ Principal of the constituent Institution or Head of the Recognized Institution shall be the competent authority to take appropriate disciplinary action against the student's using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the Institution on behalf of the University.

5.71.3 "Definition -Unfair means"- Unless the context otherwise requires:

- 5.71.3.1 "Unfair means" include one or more of the following acts of commission or omissions on the part of student's during the examination period.

- 5.71.3.1.1 Possessing unfair means material and or copying there from.
- 5.71.3.1.2 Transcribing any unauthorized material or any other use thereof.
- 5.71.3.1.3 Intimidating or using obscene Language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- 5.71.3.1.4 Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- 5.71.3.1.5 Mutual / Mass copying.
- 5.71.3.1.6 Smuggling-out or smuggling-in of either blank or written answer books as copying material.
- 5.71.3.1.7 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- 5.71.3.1.8 Interfering with or counterfeiting of University/Institution seal, or answer books or office stationery used in the examinations.
- 5.71.3.1.9 Insertion of currency notes in the answer books or attempting to bribe any of the people connected with conduct of examinations.
- 5.71.3.1.10 Impersonation at the University/ Institution examination.
- 5.71.3.1.11 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or Institution examination.

5.71.3.1.12 or any other similar act/s of commission and/or Omission/s which may be considered as unfair means by the competent authority.

5.72-

5.72.1 During examination, examinees and other students shall be under disciplinary control of the Chief Superintendent.

5.72.2 "Chief Superintendent" means Dean/Principal of the Institution concerned or Head of the University Department or Recognized Institute concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as In-charge of examination, by prior approval of the University.

5.72.2.1 "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful loss to other person/s.

5.72.2.2 "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

5.72.2.3 "Possession of unfair means material by a student" means having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

5.72.2.4 "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not product as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Superintendent or any other authorized person to the Controller of examinations or Dean/ Principal or Head of the institution concerned or any officer authorized in this behalf.

5.72.3 Chief Superintendent of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

- 5.72.3.1 The examinee shall be called upon to surrender to the chief Superintendent, the unfair means material found in his or her possession, if any, and his/her answer book.
- 5.72.3.2 Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Superintendent shall also sign on all the relevant materials and documents.
- 5.72.3.3 Statement of the student and his/her undertaking in the prescribed format (Appendix-I & II) and statement of the concerned Jr. Supervisor and Sr. Supervisor (Appendix- III) shall be recorded in writing by the Chief Superintendent. If the student refuses to make statement or to give an undertaking, the concerned Sr. Supervisor and Chief Superintendent shall record accordingly under their signatures.
- 5.72.4 Chief Superintendent shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- 5.72.4.1 In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
- 5.72.4.2 Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
- 5.72.4.3 May report the case to the concerned Police Station (Appendix-IV).
- 5.72.4.4 All the materials and list of material mentioned in sub-clause (5.72.4.1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (5.72.4.2) and (5.72.4.3) and the answer book/s shall be forwarded by the Chief Superintendent, along with his report, to the concerned Controller of Examinations / Dean/ Principal / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".
- 5.72.4.5 In case of unfair means of oral type, the Jr. Supervisor and the Sr. supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/ Dean/Principal/Head of the Institution, as the case may be.

5.72.5 Appointment of Unfair Means Inquiry Committee:

- 5.72.5.1 For the purpose of investigating unfair means resorted to by examinees at the University examination, the Vice Chancellor, shall appoint a Committee. The term of the Committee shall not be more than one year.
- 5.72.5.2 For the purpose of investigating unfair means resorted to by examinees at the examination held by the institution, the Unfair Means inquiry Committee appointed by the institution shall consist of five teachers (other than the Dean/Principal/Head) to be nominated by the Dean/Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members of the Institution Examination committee shall not be appointed members on the Unfair Means Inquiry Committee.
- 5.72.5.3 The Unfair Means Inquiry Committee will function as a re-commendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defense, that the principle of natural justice has been followed that and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

5.72.6 Procedure of the Committee should be as under

- 5.72.6.1 The Controller of Examinations of the University/ Dean/Principal of the Institution or Head of the recognized Institution, or the Officer authorized by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/ her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.
- 5.72.6.2 The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/ explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.
- 5.72.6.3 The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry committee, if the

examinee presents himself/herself before the committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

- 5.72.6.4 Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/ explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- 5.72.6.5 The Committee should follow the above procedure in the spirit of the principles of natural justice.
- 5.72.6.6 After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/ documents which shall be binding on the student concerned.
- 5.72.6.7 The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

5.73.7 Punishment:

The Competent Authority concerned i.e. the board of management/Board of Examination, in the cases of University examination, the concerned Dean/Principal in the cases of Institution examination, and the Head in the cases of examination held by the Department, after Taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- 5.73.7.1 Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- 5.73.7.2 Debarring examinee from appearing for any examination of the University or Institution for a stipulated period not exceeding five years.
- 5.73.7.3 Debarring examinee from taking admission for any course in the University or Institution for a stipulated period not exceeding five years.
- 5.73.7.4 Cancellation of the University or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.

- 5.73.7.5 In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period, the competent authority may impose on such an examinee additional punishment/penalty as it may deem fit.
- 5.73.7.6 As far as possible the quantum of punishment should be as prescribed (category-wise) below.
- 5.73.7.7 The examinee concerned is to be informed of the punishment finally imposed on him/her in writing by the competent authority or by the officer authorized by it in this behalf, under intimation to the institution he/she belongs to and to the Centre incharge.

5.73.8 The Board Categories of Unfair Means Resorted by examinee at the University/ Institution Examinations and the Quantum of Punishment for each Category thereof.

Sr. No.	Nature of Malpractice	Quantum of Punishment
5.73.8.1	Possession of copying material.	Annulment of the performance of the student at the University/Institution examination in full* (Note- This quantum of punishment shall apply also to the following nature of malpractices at Sr. no. 5.70.3.1.2 to 5.70.3.12 in addition to the punishment prescribed thereat.
5.73.8.2	Actual copying from the copying material.	Exclusion of the student from University or Institution examination for one additional examination.
5.73.8.3	Possession of another student's answer book	Exclusion of the student from University or Institution for one additional examination. (BOTH THE STUDENTS)
5.73.8.4	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student's from University or Institution copying examination for two additional examinations (BOTH THE STUDENTS)
5.73.8.5	Mutual/ Mass copying	Exclusion of the students from Institution University examination for two additional examinations.
5.73.8.6	Smuggling -out or smuggling in of answer book as copying material.	Exclusion of the student from University or Institution examination for two additional examinations.
5.73.8.6.1	Smuggling of written answer book based on the question paper set at the examination.	Exclusion of the student from University or Institution examination for three additional examination.

5.73.8.6.2	Smuggling -in of written answer book and forging signature of the Jr. Supervisor thereon	Exclusion of the student from University or Institution examination for four additional examinations. Period of exclusion shall be counted as towards attempts.
5.73.8.7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or Institution examinations for four additional examinations.
5.73.8.8	Interfering with or counterfeiting of University/Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the examinee/s from University or Institution examination for four additional examinations.
5.73.8.9	Answer book, main or supplement, written outside the examination hall or any other insertion in answer book.	Exclusion of the examinee from University or Institution examination for four additional examinations.
5.73.8.10	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the examinee from University or Institution examination for four additional examinations.
5.73.8.11	Using obscene language/ violence/ threat at the examination centre by a student at the University/ Institution examination to Jr./Sr. Supervisors/ Chief Superintendent or Examiners.	Exclusion of the examinee from University or Institution examinations for four additional examinations.
5.73.8.12	Impersonation at the University/ Institution examination.	Exclusion of the examinee from University or Institution examination for five additional examinations (both the students if impersonator is University or Institute Student)
5.73.8.13	Revealing identity in any form in the answer written or in any other part of the answer book part of the answer book by the student at the University of Institution examination.	Annulment of the performance of the student at the University or Institution examination in full.
5.73.8.14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the examinee at the University or Institution examination in full.
5.73.8.15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or Institution Examination in full and severe punishment depending upon the gravity of the offence.

Note: Vice-Chancellor will have discretion to change any of the category of punishment.

5.73.8.16 If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractice used at the examination in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on

such students. This enhanced punishment may extend to double the punishment for the offence, when committed at the second or subsequent examination.

5.73.8.17 Practical/ Dissertation/ Project Report Examination Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

5.73.8.18 The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

*(Note: The term "Annulment of Performance in full" includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used threat.)

5.73.9 Malpractice by Faculty/ Staff:

Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

5.73.9.1 The Board of Management/ Board of Examination, shall be the competent authority to take appropriate disciplinary action against the paper-setter, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

5.73.9.2 Local Managing Committee/ Advisory Committee of the constituent Institute shall be the competent authority to take appropriate disciplinary action against the paper setters, a examiners, moderators, referees, teachers or any other persons connected with the conduct of internal examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the constituent/affiliated/conducted Institutes' or Recognized Institution on behalf of the University. The action taken should be reported to the University within two weeks.

5.73.9.2 Definition: Unless the Context otherwise requires-

5.73.9.2.1 "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

- 5.73.9.2.2 Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (5.73.9.2.1) relating to the examination:
- 5.73.9.2.2.1 Leakage of question/s or question paper set at the University/ Institution examination before the time of examination.
 - 5.73.9.2.2.2 Examiner/ Moderator Intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
 - 5.73.9.2.2.3 Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
 - 5.73.9.2.2.4 Examiner / Referee showing negligence in detecting malpractice used by students.
 - 5.73.9.2.2.5 Jr. Supervisor, Sr. Supervisor, Chief Superintendent/ Centre In charge showing negligence/ apathy in carrying out duties or aiding/ abetting/ allowing/ instigating students to use malpractice/s.
 - 5.73.9.2.2.6 Or any other similar Act's of commission and or omission's which may be considered as malpractices or lapses by the competent authority.
- 5.73.9.2.3 "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

5.73.9.3 Investigating Committee:

- 5.73.9.3.1 The Committee appointed by the Board of Management/ Board of Examination, to investigate into unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/ or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.
- 5.73.9.3.2 Similarly, a Committee appointed by the Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices / lapses on the part of

paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/ conducted Institutes or institution on behalf of the University.

5.73.9.4 Procedure for Investigation of malpractices by Faculty/ Staff:

- 5.73.9.4.1 The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/ Institution shall be scrutinized by the concerned Officer/ In-charge of the sub-section/ Unit to which the case is primarily pertained at the Examination Section of the University/ Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/ Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of justice and shall deal with the case till it is finally disposed of.
- 5.73.9.4.2 The Competent Authority or the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him/ her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be inflicted on him/her.
- 5.73.9.4.3 The concerned person be asked to appear before the inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge leveled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.
- 5.73.9.4.4 The documents that are being taken into consideration or the be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in the presence of the delinquent.
- 5.73.9.4.5 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/ recommendation.

5.73.9.4.6 The Committee should follow the above procedure in the spirit of principle of natural justice.

5.73.9.4.7 If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/ documents which are available before it and the same shall be binding on the concerned person or otherwise.

5.73.10 Punishment:

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

- 5.73.10.1 Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.
- 5.73.10.2 Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/ penalty as it may deem fit.
- 5.73.10.3 Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- 5.73.10.4 The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- 5.73.10.5 An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (5.73.10.3) above, shall lie with the Board of management if the case is pertaining to the University examination or with the Management of the Institution, if the case is pertaining to the institutions examination and their decision in the appeal shall be final and binding.
- 5.73.10.6 The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/ petitioner, if applied for in writing.

5.73.10.7 The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

5.73.10.8 As far as possible the quantum of punishment should be prescribed category-wise as here under:-

5.73.11 Action for Malpractices and lapses on the part of the Paper -Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of University/ Institution Examination.

S.No. (1)	Nature of Malpractice/ Lapses (2)	Punishment (3)
5.73.11.1	Paper-setter found responsible for leakage of the question set in the University / Institution Examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.
5.73.11.2	Leakage of question/ question paper set in the University/ Institution examination before the time of examination at the University/Institution or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/ standard code by the concerned authorities.
5.73.11.3	Favoring a student (Examinee) by examiner moderator, referee in assessment of answer books/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ Institution examination.	Disqualification from any examination Work and disciplinary action by concerned authorities.
5.73.11.4	Examiner/ Moderator/ Referee Intentionally/ negligently not assigning the student in assessment of his/her answer-books/ dissertation/ Project work, the marks to which the student is entitled to at the University/Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.
5.73.11.5	Paper-setter omitting question at the time of Finalization of question paper set at examination or repeating sr. No. of question while writing.	Disqualification from any Examination work for a period of three years.
5.73.11.6	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
5.73.11.7	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s.	As decided by the authorities of the University/ Institution.
5.73.11.8	Guiding Teacher showing negligence in supervision of dissertation/ Project work (e.g. use of manipulated data by a student)	As decided by the authorities of the University/ Institution
5.73.11.9	Sr. Supervisor/ Chief Superintendent showing apathy in carrying out duties related to examinations (e.g. not taking a round to the examination hall at the examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University/ Institution.

5.73.11.10	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/ Institution employee.
5.73.11.11	Jr. Supervisor helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/ Institution employee.

Note: Vice-Chancellor will have discretion to change/ modify any category of punishment.

5.73.11.12 The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person, if declared guilty.

5.73.11.13 The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the prevailing act.

5.72 Central Assessment Programme Scheme (CAP):

5.72.1 If the examiner at the time of assessment of answer book suspects that there is a prima/facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the CAP Director along with the evidence, to the Controller of Examinations/ Dean/ Principal/ Head of the Institution as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case."

5.72.2 A prima facie case of unfair means reported to the University/ Institution by the Chief Superintendent/ Centre Incharge/ Jr. /Sr. Supervisor and 'or examiners shall be Inquired into by the Committee appointed by the Board of management standing committee of examination/ Dean / Principal/ Head of the Institution, as the case may be. In the event cases of unfair means are reported through any other sources, the concerned officer/ In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/ Institution shall scrutinize the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means inquiry Committee for further investigation. The concerned Officer of the Sub-section/ Unit, through which the case has

originated or to who the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

- 5.72.3 Examination Results of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the Institution to which he/she belongs to, shall be informed accordingly.

5.73 Preliminary:

The conduct of examinations and declaration of results is one of the important activities of the University. The scheme of Central Assessment Programme is being introduced by way of this Ordinance with a view to:-

- Declaring the results in the shortest possible time,
- Increasing the reliability of the results,
- Maintaining uniformity and consistency in the assessment,
- Increasing accuracy and efficiency in the declaration of results and
- Creating confidence amongst the students about the assessment system.
- The Central Assessment Programme shall consist of the following stages:
- Pre-assessment work.
- Assessment and Moderation process.
- Post-Assessment work.

5.73.1 Pre-Assessment Work:

- 5.73.1.1 To Fix the venue of the Central Assessment Programme (CAP)

5.73.1.2 Appointment of CAP Director:

The Director for the Central Assessment Programme shall be appointed by the University from amongst the following.

- 5.73.1.2.1 Dean /Principal of the concerned Affiliated Institute or is nominee from amongst the senior faculty members.

- 5.73.1.2.2 Head of the concerned Institute.

- 5.73.1.2.3 Head of the concerned University Department or his nominee not below the rank of Reader.

The Director shall communicate his acceptance along with the undertaking in the prescribed form (Appendix- VI)

5.73.1.3 Invitation to Examiners/ Moderators:

The University shall provide a list indicating the number of students appearing for each subject and other relevant information to the Director. The Director/ Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The CAP Director / Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the CAP Director shall consult the Controller of examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/ moderators as reported by the Director, CAP, the substitute appointments of examiners/ moderators shall be made by the CAP Director from the list of examiners provided by the University/ Controller of Examination.

5.73.1.4 Collection of Answer Books:

It is the responsibility of the Dean/Principal of the Institute / Director of the recognized Institute to see that the answer books of the examinations held at his/her centers are sent promptly to CAP Centers/University as per instructions given by the University from time to time.

5.73.1.5 Preparation for CAP

5.73.1.5.1 The CAP Director shall make adequate arrangements to receive answer books coming from the University/ examination centers from time to time.

5.73.1.5.2 On receipt of the answer books at the CAP venue/ University, the staff employed for this work shall check the number of answer books, Junior Supervisor's Reports and ascertain as to whether the number of Candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Exams)/ or an Officer nominated by the Controller of Examinations/ Chief examination superintendent.

5.73.1.5.3 It shall be seen and verified that all the answer books of the subject, are received from the centers of examinations/ University. This shall be checked with the subject wise and center wise summaries of the examination concerned. In case

of non-receipt of answer books from any examination centre/ University, the Controller of Examinations/ the CAP Director shall take immediate steps for receiving the said answer books from the concerned examination centre/ University.

5.73.1.5.4 The bundle of answer books so prepared shall preferably be computer-coded, masked and the coded sheets shall be inserted in the bundles of answer books. The Junior Supervisor's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the Controller of Examination.

5.74 In case, where any matter related to examination is required to be regulated by Statutes, Ordinances, rules or Regulations but is so Statutes, Ordinances, Rules or Regulations are made in that behalf, the Vice-Chancellor may, for the time being, in consultation with the Board of Examination, regulate matter by issuing such directions as the Vice-Chancellor thinks necessary, and shall at the earliest opportunity or within 365 days whichever is less, thereafter, place them before the board of management or other authority or body concerned for approval as per act.

5.75 Additionally the exam rules of Apex body of respective Council will be applicable, in case of any controversy the rules of University will be treated as final or the matter as decided by the Vice-Chancellor, shall be treated as final.

5.76 PAYMENT/REMUNERATION FOR EXAMINATION WORK

5.76.1 The rates of remuneration for all purposes relating to examination & others shall be as per decision of Board of Management of University.

5.76.2 The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.

5.76.3 The Traveling & other allowances will be payable as per University/ state Government rules.

5.76.4 In ease of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-chancellor from time to time

5.77 FEES OF EXAMINATION & RATES OF OTHER FEES FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY

5.77.1 FEE STRUCTURE:

The examination fees & rates of other fees, prepared by the Finance Committee which is approved by the Board of Management and reviewed by M.P. Private University

Regulatory Commission shall be payable by the students of the University Departments/Constituent Units for various examinations & other services, from time to time 7 which will be notified in the University website and notice board.

5.77.2 REFUND AND ADJUSTMENT OF FEE:

5.77.2.1 A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.

5.77.2.2 Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.

5.77.2.3 Examination and fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.

5.77.2.4 The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars, or are debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice- Chancellor shall be final and binding.

ORDINANCE NO. 05
CONDITIONS FOR GRANT OF AWARD, FELLOWSHIPS, SCHOLARSHIPS,
STIPEND MEDALS AND PRIZES

1. COMMITTEE:

1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc. shall be made by the Board of Management on the recommendation of a Committee consisting of:

- The Vice Chancellor, as Chairperson
- Chancellor's Nominee
- Two Deans of Faculties
- One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
- Controller of Examination
- Chief Finance & Accounts Officer
- The Registrar as Member Secretary.

1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation

2. Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.
3. The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of management in consultation with the Academic Council.
4. The award of fellowships, research and other scholarships shall be made subject to the following conditions.
- 4.1 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
- 4.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He/ She may, however, undertake teaching assignment of not more than nine

- hours a week in the Institution, where he/she will work at the stipend as decided-in-rules.
- 4.3 The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
 - 4.4 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.
 - 4.5 If any information submitted by the fellow/scholar in his/her application is found to be in-correct, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
 - 4.6 If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
 - 4.7 i) Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice-Chancellor. The general holidays, however, do not include the vacation period of e.g. Summer, Dusherra, Diwali, X- Mas vacations. No other leave with fellowship/scholarship shall be admissible.
 ii) The fellow/ scholar may, in a special case, be allowed by the Vice Chancellor leave without stipend for a period not exceeding three months during the tenure of the award on the Recommendation of the guide.
 - 4.8 The fellow /scholar shall be required to pay the fees prescribed by the Institution where he works.
5. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
 6. The scholarship shall be tenable from the 1st July if the scholarship-holder join the Institution within one month of the date of the opening of the Institution after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the Institute.
 7. The payment of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
 8. The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
 9. A scholarship-holder shall not combine any other course of study with the course for which the award is made.

10. A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60 marks in the Previous Examination of the concerned Degree.
11. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.
12. A scholarship-holder shall at all times be of good behavior and observe all rules of discipline.
13. 13.1 Scholarship shall be liable to termination, if:
 - The scholarship-holder discontinues studies during the middle of a session, or
 - the scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of Para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.
- 13.2 The order of termination shall be passed by the Vice Chancellor and shall be final.

AWARD OF UNIVERSITY MEDALS AND PRIZES

1. The University shall award, with a view to augmenting academic interest and activities among the students. Gold and Silver medals every year on the basis of results of annual examinations.
2. 2.1 The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.
- 2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- 2.3 If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
3. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
4. A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-

- 4.1 A gold medal and silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared any of the Bachelor Degree of all faculties of JNCTPU and other courses being run by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.
- 4.2 A gold medal and a silver medal to the two candidates who have been placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree for the Master Degree of all faculties of University and other postgraduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The committee comprising of the following shall select the candidates for the awards of medals and prizes:-

- i. The Vice Chancellor (Chairman)
 - ii. Chancellor's Nominee.
 - iii. Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
 - iv. Two Chairpersons of Board of studies to be nominated by Academic Council.
 - v. Registrar as secretary.
5. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
6. Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in Para 04 may be withheld, suspended or cancelled if:-
- In respect of a year no candidate is found eligible for the award under the provision of Para 04 above.
 - The Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examinee concerned at one or more of the centers was not proper.
7. The inscriptions on the medals shall be as follows:-
- 7.1 On one side of the Medal - the following words shall be inscribed over the round shaped University emblem, VISHWAVIDYALAYA SWARNA PADAK AUR RAJAT PADAK as the case may be in Hindi and University Gold/Silver medal in English.
 - 7.2 On the other side the medal the following shall be inscribed

-Exam (Name of examination)
-Streams (Name of Faculty)
-Month/Final Exam (Semester/ Year of Exam)
-First place/ Second place (Position First/Second)
- Short name of recipient

8. If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

8.1 In the case of a Bachelor's Degree Examination to both the candidates.

8.2 In case of Master Degree Examination also to both the candidates.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice- Chancellor shall be final and binding.

ORDINANCE NO. 06**"ACADEMIC & RESEARCH ACTIVITY GRANTS"****1. PREMBLE:**

- 1.1 Research forms a very vital part of progress in academic matters of an Institute. The University is keen on providing research facilities in its Institutions. To succeed in its goal of High Quality Research, it is necessary that the management not only provides the infrastructure but also encourages the teachers and staff to participate in research activities for sharing and updating the knowledge.
- 1.2 Knowledge is dynamic and not static. Knowledge shall not be confined within the four walls. It shall be disseminated. Knowledge multiples by many folds, if it is allowed to be shared in classes, clinics, symposia, workshops, conferences and other scientific platforms.
- 1.3 Active research work, exposure to scientific seminars, workshops and symposia are important part of learning and spread of knowledge.
- 1.4 In view of the above the guidelines are framed for deputation of personnel for various conferences, continued education and quality improvement programme etc. The guidelines shall be known as Academic and Research Activity Grants (ARAG).

2. CLASIFICATION OF STAFF:

The teaching staff is classified into the following groups:

Group A	—	Heads of Institutions (Principals/Dean/Directors/HOD)
Group B	—	Professors and Associate Professors / Readers.
Group C	—	Asst. Professors/ Sr. Lecturers (Possessing P.G. Degree in the respective specialties).

3. FINANCIAL AIDS:

- 3.1 FOR RESEARCH WORK: To encourage research activities, consolidated amount is granted as an aid for the projects.
 - a. Quantum of grants is based on the requirements of individual projects.
 - b. The maximum amount shall not exceed per project, as prescribed by the University.

- c. Staff is required to submit the details of project including aims and objectives, material and methods, ethical clearance etc. and provisional cost, report along with timeframe.
- d. The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
- e. Research work forms the property of the JNCT Professional University, Bhopal. Research worker shall seek prior written permission for presentation/publication of the research work in part or full.
- f. If the work is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
- g. The grant may be recovered in case the work is either abandoned or incomplete.
- h. Due credit shall be recorded in the research work, Publications on the role of the University.

3.2 FOR SCREENING COMMITTEE:

- a. The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- b. The Screening Committee shall send its recommendation including Quantum of funds required to the management for the approval of grant.
- c. The Management reserves its right to accept fully/partially the recommendations of screening committee.

3.3 PERMISSIONS/SANCTIONS:

- a. The permission may be accorded to attend national conferences, continuing Education Programs, seminars, workshops and symposium etc. Related to respective field of individuals.
- b. Ordinarily the duration of such visits should not exceed more than two weeks.
- c. Not more than 50% of teaching staff from the same department will be permitted to attend the conference at one time.

3.4 SANCTIONING AUTHORITY: Sanctions Authority will consists of-

- a. Vice Chancellor- Chairpersons.
- b. Nominee of Chancellor
- c. Two Dean of Faculty- Nominated by Vice Chancellor.
- d. One Chairperson of Board of Studies- Nominated by Academic Council.

e., Chief Finance Officer & Accounts Officer- Member.

f. Registrar- Member Secretary.

3.5 ELIGIBILITY OF STAFF:

3.5.1 For Head of the Institutions:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for Airfare/First AC fare from Bhopal to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full.
- e. Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.
- f. Eligible for additional grant, as prescribed, if he/she is presenting a scientific research paper.
- g. Re-imbursement will be done on production of tickets and receipts.

3.5.2 For Professors/Associate Professors/ Readers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II AC fare from Bhopal to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full but not exceeding the amount as prescribed.
- e. Eligible for grant of accommodation at actual rate or at the rate not more than the amount as prescribed per day.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-imbursement will be done on production of tickets and receipts.

3.5.3 For Assistant Professors/ Sr. Lecturers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II AC fare from Bhopal to the place of event and back.

- d. Eligible for re-imbursement of registration fee in full but not exceeding the amount as prescribed.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/ poster/table presentation.
- g. Re-imbursement will be done on production of tickets and receipts.

4. PUBLICATIONS:

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid.

- 4.1 An incentive amount, as prescribed by the University, will be given on publication of research article in indexed foreign and Indian journal.
- 4.2 An incentive amount, as prescribed by the University, will be given to review/general/case reports article published in indexed Foreign/Indian journals.
- 4.3 Teachers shall apply for the above incentives to Head of Institutions with five hard pies and one Soft copy of publication.
- 4.4 Incentives will be granted on the approval of Screening Committee.

5. SPECIAL PERMISSION:

- 5.1 Deputation to international conferences etc. and relaxation of the above guidelines for re-imbursement at higher value if any, shall be at the sole discretion of the Chancellor on the merits of each case.
- 5.2 The teaching faculty not covered under Para 2 above for Academic & Research Activity Grant may also be considered by the Chancellor based on the recommendation of Vice Chancellor.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice- Chancellor shall be final and binding.

ORDINANCE NO. 07**DISCIPLINE AND CODE OF CONDUCT OF THE STUDENT****1. OBLIGATIONS OF THE STUDENT:**

- 1.1 Conduct himself/herself properly
- 1.2 Maintain proper behavior
- 1.3 Observe strict discipline both within the campus & outside of the University, and also in Hostel.
- 1.4 Ensure that no act of this consciously or unconsciously brings the University or any establishment or authority connected with it into disrespect.

2. ANY ACT/S OF THE STUDENT WHICH IS CONTRARY TO THE CLAUSE (1), SHALL CONSTITUTE MISCONDUCT AND / OR INDISCIPLINE:

- 2.1 Any act of the student which directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the University.
- 2.2 The student who is repeatedly absent from the class, lectures, tutorials, practicals, clinical and other courses.
- 2.3 The student not abiding by the instructions of the Faculty members and not interacting with them with due respect.
- 2.4 Any student found misbehaving in the campus/class or behaving arrogantly, violently towards the faculty, staff or fellow student.
- 2.5 The students who is not present for all the class tests, midterm tests, terminal and preliminary examinations.
- 2.6 Permitting or conniving with any person/parent/guardian, which is not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the University.
- 2.7 Obstruction to any student or group of students in any legitimate activities, in class-rooms/laboratories/field or places of social and cultural activities within the campus of the Institution.
- 2.8 Possessing or using any fire arms, lethal weapon, explosives or dangerous substances in the premises of the University.
- 2.9 Indulging in any act which would cause embarrassment or annoyance to any student/authority/staff or any member of the staff.

- 2.10 Stealing or damaging any farm produce or any property belonging to the University, staff member or student.
- 2.11 Securing admission in the University, to any undergraduate or post graduate program or any other course by fabrication or suppression of facts or information.
- 2.12 If the student fails to complete the assignments regularly and has poor academic Performance as assessed by the regular class teachers and internal assessment, he/she will not be allowed to appear for the JNCT Professional University, Bhopal examination.
- 2.13 If a student remains absent for lectures, practical or class test and examinations without prior permission of the Principal or the head of the departments, she/he will not be compensated for extra class.
- 2.14 Students should read the notices regularly on notice boards in the academic complex, library and the department notice boards. Failure to know the rules of University will not be an excuse for any reimbursement.
- 2.15 Damage of property of the university and its constituent's institutes like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows panels, vehicles etc., will be viewed very seriously.
- 2.16 Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge, when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the Institute and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited.
- 2.17 Use of mobile phones and head phones during Institute hours is prohibited.
- 2.18 As per the rules and regulations of JNCT Professional University, Bhopal prescribed attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, hospital (tertiary, secondary, primary) posting and bedside clinics etc.
- 2.19 The students must present in proper dress code with apron/ lab coat, name badge and identity card on all week days/ working days and during clinical duties.
- 2.20 Admission of the student will be cancelled at any point of time in case of:
 - 2.20.1 Not submitting the required documents in time.
 - 2.20.2 Failing to fulfill required eligibility criteria of the program.
 - 2.20.3 Submission of fake or incorrect documents.
 - 2.20.4 Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.

2.20.5 Not paying the stipulated fees on time.

3. **PROHIBITION OF RAGGING:**

- 3.1 Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational University, 2009" (as amended) and the MCI (Prevention and Prohibiting Ragging in Medical Institutes/ University) Regulations 2009, and other regulatory body/ council shall be applicable to all students of the JNCT Professional University, Bhopal.
- 3.2 It is mandatory to fill the online Anti Ragging Undertaking, by every student at the time of the admission and on Commencement of every academic year.
- 3.3 Smoking or consumption of alcoholic beverages or use of banned materials inside the Institute, Hostel and Campus is strictly prohibited. Any violation on the part of the students will be viewed very seriously and they will be suspended from the Institute immediately pending enquiry and in the case of hostellers, they will be expelled from the hostels immediately. Such students will not be permitted to attend classes/sit of examinations and enter the campus without the written permission of the competent authority.

4. **ATTENDANCE & PROGRESS:**

Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct/ academic performance/ attendance of each student shall be reviewed periodically and appropriate action, including detaining from appearing for the JNCT Professional University, Bhopal Exam/ expelling from the Hostel or Institute, as the case may be, will be taken against the erring student. The students shall abide by such decision of the authorities of the Institution/ JNCT Professional University, Bhopal.

5. **PAYMENT OF TUITION AND OTHER FEES:**

- 5.1 On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.
- 5.2 In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Bard of the University/ Institution concerned. Late payment, if any, will attract penalty as specified.
- 5.3 Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued admission card for the JNCT

Professional University, Bhopal examination(s) / debarred from appearing for the JNCT Professional University, Bhopal examination(s).

- 5.4 All fees, once paid to the JNCT Professional University, Bhopal account, will not be refunded or adjusted for any other purpose under any circumstance.

6. RULES RELATING TO JNCT Professional University, Bhopal EXAMINATIONS:

- 6.1 The candidates appearing for the JNCT Professional University, Bhopal theory examinations shall be under the direct disciplinary control of the Center In-charge. Possession of call phone or any electronic device or incriminatory materials by a candidate or found copying from any device from any device in the examination hall, is strictly prohibited.
- 6.2 Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the JNCT Professional University, Bhopal Examination Manual.

7. POWERS OF COMPETENT AUTHORITY (REGISTRAR/DEAN/PRINCIPAL/DIRECTOR AT THE INSTITUTE LEVEL):

The Competent Authority may impose any one or more of the following punishment/s on the student found guilty of misconduct, indiscipline, in proportion thereof:

- 7.1 Warning/ reprimand
- 7.2 Fine
- 7.3 Cancellation/withheld scholarship/award/prize/medal
- 7.4 Expulsion from the Hostel
- 7.5 Expulsion from the University
- 7.6 Cancellation of the result of the student concerned in the examination of the University.
- 7.7 Temporary annulment from the Hostel/University
- 7.8 Rustication from the University.

8. PROCEDURE FOR INQUIRY:

If the competent authority is satisfied that there is a prima facie case inflicting penalties, mentioned in clause No. 8, the authority shall make inquiry, in following manner.

- 8.1 Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- 8.2 Student charged shall be required within prescribed days of the notice to submit his/her written representation about such charge/s.
- 8.3 If the student fails to submit written representation within specified time limit, the inquiry may be held ex parte.
- 8.4 If the student charged desired to see the relevant documents, such of the documents, as are being taken into consideration for the purpose of proving the charge/s, may at the discretion of the inquiry authority, be shown to the student.
- 8.5 The student charged shall be required to produce documents, if any in support of his defense. The inquiry authority may admit relevant evidence/documents.
- 8.6 Inquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reason for such finding and submit the report along with proceedings to the competent Authority.
- 8.7 The competent Authority on the basis of findings, shall pass such orders as it deems fit.

Provided; procedure prescribed above need not be followed, when the student charged admits the charges in writing.

9. APPEAL:

If the punishment/fine/rustication imposed on a student by Registrar/ Dean/ Principal/ Director, such student shall be entitled to prefer an appeal before the Vice-Chancellor within thirty (30) days of the receipt of the order.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice-Chancellor shall be final and binding.

ORDINANCE NO. 08**RESIDENCE OF STUDENTS**

The University Premises has Hostel facility for students. The Conditions for providing residence facility are as under:-

1. GENERAL:

- 1.1 These rules may be called the rules for Hostels of the JNCT Professional University, Bhopal (M.P)
- 1.2 These rules shall be applicable to all the Hostel of the University.

2. ADMISSION:

- 2.1 Application for admission to Hostel shall be made on the prescribed form to be obtained from office of the Dean, Students Welfare (DSW) on payment of fees as prescribed. The application form filled should reach hostel (DSW) office before the prescribed date.
- 2.2 Incomplete or wrongly filled application forms shall not be considered.
- 2.3 Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
- 2.4 After an applicant has been admitted or readmitted he/she may be allotted a room by the warden.
- 2.5 Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission due.
- 2.6 No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
- 2.7 The parents of the students shall submit a passport size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester /admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
- 2.8 No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in others course in the university his/her admission in the hostel shall be considered a fresh.
- 2.9 Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.

- 2.10 Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
- 2.11 Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- 2.12 Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
- 2.13 Students shall cooperate in keeping the Hostels and their surroundings clean by, not disposing of garbage and waste materials here and there but in dustbins at designated places.
- 2.14 Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
- 2.15 In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah / Watchman of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and not the girls directly after 7:00 pm in case of emergency.

3. FEES, RENTS & OTHER CHARGES

- 3.1 Hostellers shall pay a rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every students readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
- 3.2 Every student admitted or readmitted to the hostel shall pay caution money refundable at the time on leaving the hostel on completion of the course/degree.
- 3.3 In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

4. CANTEEN.

- 4.1 The facility of mess /canteen shall be provided by the University on payment basis, cooking is strictly prohibited in the hostel.

- 4.2 Every hosteller shall be required to pay mess charges in advance as noticed by the Hostel Committee.

5. HOSTEL ROOM AND ALLOTMENT

The following priority is fixed for providing accommodation in the University Hostel.

- 5.1 Undergraduate boys/girls and whose parents are residing in, rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.
- 5.2 Physically Handicapped Students.
- 5.3 SCs/STs/OBCs Students.
- 5.4 Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
- 5.5 Local students (staying within 15 kilometers from the campus), research scholars shall not be allowed due to space limitation in the hostel.
- 5.6 All hostel students residing in the hostel shall be required to submit an undertaking as per Performa approved by Dean Student welfare.

6. ATTENDANCE

Attendance shall be taken in hostel every evening at prescribed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register.

7. HOSTEL MANAGEMENT COMMITTEES

There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor For the help of the warden for smooth running of the hostel, The term of the committee shall be one year, which may be extended by the Vice- Chancellor for another year.(a) Hostel Management Committee

7.1 The Committee shall comprise:

- i. Dean student Welfare- - Chairman
- ii. Chief warden and all Wardens - Member
- iii, One Student's representative from each Hostel - Member/Members
- iv. One Dean nominated by the vice-Chancellor - Member

7.1.1 Hostel Disciplinary & Anti Ragging Committee

There shall be a Hostellers Disciplinary & Anti Ragging Committee to deal with student's indiscipline, misconduct & ragging cases defined in the hostel ordinance:

- i. Dean Student Welfare - Chairman
- ii. One Dean nominated by the Vice-Chancellor - Member
- iii Warden of concerned hostel - Member

iv. Chief Proctor - Member

7.1.2 Hostel Committees

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel

The Committee shall consist of the following-

i Hostel Warden - Chairman

ii One hostel student representative from each Hostel- Member/ Members.

iii One hostel perfect and one-Associate perfect for various functions like food, health and extracurricular activities. - Member/members.

8. MISCONDUCT & INDISCIPLINE INCLUDING RAGGING

- 8.1 Gambling of any kind and use of liquor/drug and smoking etc. is strictly prohibited in the hostel and campus.
- 8.2 Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- 8.3 Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
- 8.4. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- 8.5 Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- 8.6. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
- 8.7. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/Registrar for any reason what so ever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the lock room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
- 8.8. Hostellers shall not give shelter to any outsider: anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
- 8.9. No meeting shall be held in the hostel premises without the prior permission of the warden.
- 8.10 No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W./Registrar /V.C.

8.11 Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

8.12. No Incidence of ragging should to be there in the hostels. There will be Zero Tolerance for Ragging.

Note: For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time for matters common to all the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

9. RULES OF HOSTEL STUDENTS:

All Residents of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:

9.1 Only bonafide students of JNCT Professional University, Bhopal are eligible for admission to the hostels.

9.2 Students, who fail to remit the Hostel fee when they fail due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.

9.3 No posters or pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or Institute. Hostlers should avoid sticking bills and posters on the windows, doors and walls (except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.

9.4 Residents should switch off fans and lights before leaving their rooms.

9.5 The Residents are advised to close the taps after use in order to avoid wastage of water.

9.6 Dining services will be provided only in the mess and there will be no room service.

9.7 Whenever any hosteller falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicine.

9.8 While going out of hostel the students should enter their name in the register & sign the same by mentioning proper reason.

9.9 To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent/guardian duly signed by them, which will be duly entered in a register maintained in each block by the warden.

9.10 All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be expelled from the hostel.

- 9.11 Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate/ promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/ Dean/ Principal/ Director of Faculties.

All students will be governed by the rules stated above and by those that will be framed from time to time during the academic year.

Failure on the part of the students to abide by the disciplinary rules will result in such punishment including expulsion from the University/ Institute /Hostel as may be imposed by the JNCT Professional University, Bhopal/ Head of the Institution.

The decision of the JNCT Professional University, Bhopal/Head of the Institution with regard to disciplinary cases shall be final and all the students shall abide by such decision

10. **DISCIPLINARY ACTION**

- 10.1 Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in anyway.
- 10.2 The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishments, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.
- 10.3 Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/ University.
- 10.4 Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel disciplinary Committee for taking appropriate action.
- 10.5 Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
- 10.6 In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar and Vice Chancellor in writing.
- 10.7 Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 10000/- and / or instant removal or expulsion or rustication from the hostel university.

10.8 No student shall be permitted to appeal against the decision of the warden to any authority other than the Hostel Management Committee. If the appeal is against the decision of the Hostel Management Committee, it should be made to Vice- Chancellor.

10.9 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors/Head of the institutes. The decision of the Vice- Chancellor shall be final.

10.10 NOC from Hostel warden is Mandatory to be submitted for receiving any Certificate/Documents/Mark sheet/Result etc.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice- Chancellor shall be final and binding.

ORDINANCE NO. 09

MEMORANDUM OF UNDERSTANDING (MOU) WITH NATIONAL/INTERNATIONAL PUBLIC/PRIVATE ORGANIZATIONS/SECTORS

1. PREAMBLE:

With a view of sharing a common desire to explore, extend and strengthen the functional relationship between the Universities and National laboratories, Industrial houses, well established R & D set up(s) in order to share the facilities and expertise and expertise available with each of them, the educational institutions may enter in to MoU on following broad understanding:

2. In general, there are three broad levels of cooperation with other Higher Education institution which may be supported and formalized through:

2.1 Letters of Cooperation or Agreement:

2.1.1 Letters of Cooperation or Letters of Agreement may be worked out between Schools/Faculties of the same University/Institution and those in other institutions. It may be defined as:

"An agreement between two or more Departments/ Institutions/Industries/ Parties on a specification or narrow set of areas that do not constitute a legally binding document but instead can recognize that cooperating would be mutual benefit and would serve as an indication of continued interest in joint projects"

2.1.2 These Letters of cooperation should be agreed by the rules set within the Universities/ Departments/Organizations. Letters of Cooperation are often signed in advance of an M. O. U. as a means of agreement on general cooperation.

2.2 Memorandum of Understanding:

2.2.1 A Memorandum of Understanding (MOU) is an overall facilitating document linking the University/or any Educational organization or one of its designated units with another institution(S)/Industries.

2.2.2 An MOU is between the University and the other body on behalf of a school, Faculty or Centre. Recognizing that MOUs, are intended to facilitate future cooperation, it is intended to facilitate future cooperation, it is important to address potential obstacles at the time the MOU is being developed. A "Memorandum of Understanding" or MOU can be defined as:

"A legal document describing an agreement between parties.....it expresses a convergence of will between the parties, it expresses a convergence of will between the parties, indicating an intended common line of action, but which can have a direct effect on the University including that of a legal commitment. It is more formal

alternative to other mechanisms such as "Letter of consent" or "Letter of Cooperation"

2.2.3 An MOU may be signed between the collaborating Universities/Institutions/ Organizations for a period as may be agreed to spelling out the modalities of the collaboration/association on the types of activities.

2.2.4 Due Diligence for an MOU:

2.2.4.1 Due Diligence is the process by which the organization that the University/Organization is proposing to work with is deemed to be a valid, suitable and widely partner. Where an organization approaches the university/Education organization with the intention of presenting joint programmes a faculty member designated by the University will take responsibility for liaising with the institution, and will act as the proposer for the partner and must supply information with any MOU proposal:

2.2.4.2 The following issues should be covered clearly in the MOU process

- Highlight the institutional background of the partner(s) e.g. date established, location of main branch (and other branches, if relevant), profit or non-profit, public or private, accreditation body, disciplines, level of qualifications offered, ranking (if appropriate), other partners (if known), recognition by a professional or statutory accrediting agency.
- Identify the type of linkage being proposed, objectives, resources implications, and fit with the University/ Educational Organization's strategic objectives.
- Outline the synergy between the proposed agreement and the Faculty/School/Centre/Units mandate and direction.

2.3 Strategic Alliances:

A University may enter into a strategic alliances with National and International partner Organizations.

2.3.1 The most In-depth agreement with another Higher Education Institution is the 'Strategic Alliance' Strategic alliances can be defined as:

" A mutually beneficial long-term formal relationship formed between two or more parties to pursue a set of agreed upon goals or to meet a critical organizational need while remaining independent organizations. It is a cooperate in the carrying out of a business activity where each brings different strengths and capabilities to the arrangement"

2.3.2 Strategic alliances are the highest value relationships a University/ Educational Organization can have with other institution. They usually involved agreed developments in a number of areas. Strategic alliance partners must have a 'strategic fit' with the university. Having commitment and buy-in from the senior management of the partner institution is also vital.

2.3.3 International partnership are solely based around broad strategic fit with university strategy in potentially the following areas:

2.3.3.1 Research collaboration & pursuing funding opportunities.

2.3.3.2 Academic collaboration in Learning Innovation

2.3.3.3 Targeting of students in graduation, post-graduation or post-doctoral recruitment.

2.3.3.4 Joint ventures such as Public-Private partnerships.

2.3.3.5 Other elements such as student, staff swaps, guest speakers, networking.

2.4 Letters of Cooperation or Agreement

2.5 Adoption of Government facilities / small government institutes- with the consent of government with intention of providing better educational and health care facilities.

3. Any understanding/ collaboration with International Organization should meet criteria laid down by University grants Commission, New Delhi from time to time.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice-Chancellor shall be final and binding.

ORDINANCE NO.10
ACADEMIC CALENDAR OF UNIVERSITY

1. SHORT TITLE AND COMMENCEMENT :

- 1.1 This ordinance may be called Regarding Academic Calendar of the University.
- 1.2 This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. DEFINITIONS:

In this statute, unless the context otherwise requires;

2.1 "Act" means the Madhya Pradesh Act no 17 of 2007 as amended time to time.

2.2 "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government:

2.3 "State Government" means the Government of Madhya Pradesh:

3. The Academic calendar shall be prepared for next academic year before the expiry of the current academic year, encompassing all the essential events and activities related to the University.
4. The academic calendar shall be clearly specified the dates from which 1st term (Session) begins and ends and includes beginning dates of the next term (session).
5. The summer vacation will be for 30 days. The dates beginning and end of summer vacation shall be clearly specified in the calendar.
6. The winter vacation shall be for 10 days. The dates of beginning and end of winter vacation shall be clearly specified.
7. Gazetted and optional holidays should be included in the event calendar.
8. The teaching staff members in all the constituted institutes of JNCT Professional University, Bhopal, shall have holidays and vacation only as per the academic calendar.
9. The teaching staff members of the institutes constituted to the university who are required to work on winter and summer vacation should be compensated by crediting. These working days to their earned leave account and should be compensated accordingly as per state government/JNCT Professional University, Bhopal rules.
10. Considering the winter and summer vacation and all holidays, the academic year shall minimum 240 teaching days in an academic year.
11. The Deans/ Principals should inform the university about the number of actual teaching days during the academic year in their Institute and they should ensure that actual teaching days are optimally used for academic purposes.
12. Non-teaching staffs working in teaching department are entitled to avail holidays like non-teaching government servant, but they will be available for departmental work as directed by the head of department. Such non-teaching employee shall be given compensatory Holiday. Compensatory Holidays should not be accumulate for more than 3 days and should not be allowed to be carried forward to the next calendar year Compensatory Holidays can be prefixed or suffixed or both to leave due and or holidays.
13. The Vice Chancellor / University Authority can pass regulation and notification time to time making changes in the leave structure or otherwise in favor maintaining the academic calendar and the academic interest of the students.
14. Notwithstanding anything contained in foregoing clauses, shall not supersede the calendar issued by the state government as issued from time to time in view of general and special circumstances as well.

ORDINANCE NO. 11**DOCTOR OF LITERATURE/ SCIENCE/ ARTS/ LLD****1. INTRODUCTION**

- 1.1 These Ordinance shall be called the Doctor of Science (D. Sc.)/ Doctor of Literature (D. Litt.)/Doctor of Law (LLD).
- 1.2 The degree of D. Sc./D. Litt./LLD. shall be conferred on the candidates who fulfill the requirements as specified in these ordinance.
- 1.3 The degrees assigned to various faculties are as detailed below.
- 1.3.1 D.Litt.: Arts, Humanities and Social Sciences, Education, Commerce, Management, Yoga and Physical Education.
- 1.3.2 D. Sc.: Science, Engineering, Medicine, Engineering Sciences, Ayurved, Home Science, Life Science and Technology.
- 1.3.3 LLD: Law.

2. ELIGIBILITY:

- 2.1 A candidate shall be eligible for registration for D. Sc./ D. Litt./LLD. If he/she holds the degree of doctor of philosophy of at least five years standing of this University or any University/deemed University recognized by appropriate authorities and published work including books of high standard adjudged to be equivalent and at least 10 research papers.
- 2.2 The D.Litt./D.Sc./LLD. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate along with at least three independent research papers published in standard journals or publications of merit on the subject of the thesis.

3. APPLICATIONS:

- 3.1 A candidate for D. Litt./D.Sc./LLD. degree must apply for registration of his subject on the prescribed application form obtainable on payment of prescribed fee stating:

- 3.1.1 His qualification and experience.
- 3.1.2 Subject in which he/she propose to work .
- 3.1.3 The topic of research.

The application shall also be accompanied by:

- Registration fee - As decided time to time by the University.
- A certificate from the Dean/Head of the University Teaching Department/ Principal of the Institute of the University/Head of a Research Institute recognized for the purpose by

the University, testifying that adequate facilities exist and shall be provided to the candidate if registered. There shall be no supervisor of the candidate and he./she shall have to work independently.

Provided that a candidate, if he/she so desires, may have person (s) of merit in the subject as advisor (s)

- Attested copies of the statements of marks of graduate and master's degree examination and Ph.D. degree.
- Migration Certificate along with enrollment form and the requisite fee.
- List of Publications of the candidate together with a copy of each of the publication.
- Ten typed copies of detailed synopsis of the proposed topic of research furnishing present state of Arts, a review of Literature, proposed line of investigation with detailed methodology and relevant bibliography. (Annexure-1)
- Application for registration may be submitted any time during the academic year.

4. FACULTY RESEARCH COMMITTEE AND UNIVERSITY RESEARCH DEGREE COMMITTEE:

- 4.1** Subject to the general superintendence of the Academic Council, a committee, namely, the Faculty Research Committee (FRC) shall deal with all matters connected with the D. Sc./D.Litt./LLD Program of the University in accordance with these Ordinances. However, the registration shall be formally approved only by University Research Degree Committee.

4.2 The constitution of the FRC shall be as follows:

Dean of the Faculty	Chairperson
Two experts from the concerned faculty, nominated by Vice-Chancellor	Member
Minimum one external expert of the concerned field of the rank of University professor to be appointed by Vice-Chancellor from the panel of at least four names given by the Dean	Member
Concerned Dean/ Head of the Department/ Principal/ Head of Research Center	Member Secretary

- 4.3** The FRC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The FRC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates.
- 4.4** The Academic section shall intimate each candidate recommended by the FRC to submit their synopses.

4.5 Within 3 Months after the receipts of the letter of scrutiny, the candidate after paying prescribed fee and shall be entitled for submission of synopsis.

4.6. The constitution of Research Degree Committee shall be as follow.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| • The Vice-Chancellor | Chairperson |
| • The senior most Professor of the University in the subject. | Member |
| • Dean of the Faculty | Member |
| • Dean /Head of the University Teaching Department /
Principal of the concern subject. | Member |
| • Chairman, Board of Studies in the subject | Member |
| • Two external experts of the concerned field in the rank of University Professor to be appointed by the Vice-Chancellor from the panel at least four names given by the Dean of the Faculty after Perusal of the detailed synopsis submitted by the candidate. | |

Provided that, two external subject experts and two other members i.e. four in all shall from the quorum. Meeting of research Degree Committee shall be held in the University Office.

5. ADMISSION PROCEDURE:

- 5.1** The candidate will have to submit synopsis in 10 copies to the Academic Section of the University along with application form.
- 5.2** The application of the eligible candidate recommend by FRC for registration shall be placed before the University Research Degree Committee and she/he shall make an oral presentation of the proposed work.
- 5.3** Committee shall recommend suitability of the topic of research and the registration of the candidate for the D. Litt/ DSc./LLD. degree, as the case may be.. On approval the committee, the candidate shall be deemed to have been registered from the date the meeting or the date of the submission of application in the University.
- 5.4** The candidate shall finally be enrolled on payment of the first term fee to University recognized center where he/she will conduct the research after payment of the prescribed fee in case the proposal in approval by RDC.
- 5.5** Candidate shall ordinarily be permitted to work for D. Litt./D.Sc./LLD. degree the subject in which he has obtained his Ph.D. degree. He/she may, however, be allowed in a subject, of interdisciplinary nature.

6. SUBMISSION OF THESIS:

- 6. 1** A candidate shall not be allowed to submit the thesis for evaluation earlier than three years from the date of his/her registration and not later than five years.

- 6.2 Further extension of one year may be granted by the Vice-Chancellor on the valid reasons on payment of a fees prescribed by the University. After the expire of this period of extension the registration shall be cancelled.
- 6.3 The candidate, after registration shall send his six monthly progress report along with certificate of payment of six monthly fees from the head of the institute where he/she is working. if two subsequent reports together with the certificate of the payment fees are not received in the office the registration shall stand automatically cancelled.
- 6.4 Six months before the candidate intends to submit the thesis after having published three research papers in standard research journals or publications of merit after registration for D.Litt /D.Sc./LLD., The candidate shall inform the controller of examination of his intention of submitting the thesis. The controller of Examination shall arrange for an oral presentation of work by the candidate before a Screening committee.

6.4.1 Screening committee consisting of the following members:

- Vice-Chancellor
- Senior most Professor of University Teaching department/School of studies in the subject.
- Dean of the faculty
- Dean/Head of the University Teaching Department/Principal in the subject, if any.
- Chairman, Board of Studies of the subject.
- One external subject expert nominated by the Vice-Chancellor preferably from amongst the experts of University Research Degree Committee approving the Registration of the candidate. One external subject expert and two other members shall form the quorum for this purpose. The presentation shall be made at the place through video Conference facility and time fixed by the University.

6.4.2 The screening committee shall have following powers:

- To approve the work for the submission of the thesis.
- To suggest modifications, if any along with reason(s) to be recorded by the committee.

6.4.3 The Presentation by the candidate shall be open to all interested and shall be announced on the notice board at least a week in advance by Controller of Examination.

6.5 The work of the candidate shall comply with the following conditions to merit the award of the degree:

- 6.5.1 It must be a substantial work making a distinct addition to learning in the concern subject of the discipline.

- 6.5.2 It must be original in the sense of opening up new fields of research, or of making a marked advancement of the results of previous investigations, or of giving a new interpretation of the facts already known.
- 6.5.3 It must be a scholarly work of high quality.
- 6.5.4 It must be the work done during the last five years before the submission of the thesis and in the institute in which candidate is registered.
- 6.5.5 It must be the work published in reputed journals in the form of research papers and /or published in the form of books/monographs, chapter contribution to books / monographs etc. out of which at least two must be authored solely by the candidate.
- 6.5.6 It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.
- 6.5.7 The University shall evolve a mechanism using well developed software and gadgets to detect the Plagiarism and other form of academic dis-honesty. While submitting the thesis for evaluation the thesis shall have a declaration from the candidate stating the originality of work vouching that there is no Plagiarism.

6.6 The candidate shall submit the thesis as per the following guidelines:

- 6.6.1 Five copies of the thesis in hardbound form.
 - 6.6.2 The thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
 - 6.6.3 A soft copy of the thesis in CD.
 - 6.6.4 A declaration by the candidate that the thesis has not been submitted for any other degree or diploma as per the format given in Annexure - II.
 - 6.6.5 A certificate from the Advisor, Head of the department/coordinator of the school and the Chairman of the FRC that the thesis has been submitted for the award of the concern degree of the University as per Ordinance.
 - 6.6.6 The thesis shall be in English except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
 - 6.6.7 Three independent research papers published in standard journals or publications of merit on the subject of thesis.
- 6.7 The COE shall obtain from the external expert of the Screening Committee a panel of at least six names including foreign experts in the subject, not below the rank of University Professor who can be appointed examiners, in a sealed envelope for the consideration of board of Studies.
- 6.8 After being permitted by the Screening Committee referred to above the candidate shall submit four typewritten copies or photocopies of the thesis six copies of approved synopsis and six copies of summary together with prescribed examination fee.

The published papers/works must be incorporated either as a part of text or as Annexure -III in the thesis. The candidate shall furnish a certificate to the effect that the work embodied in the thesis has not been submitted for the award of any degree either of this University or any other University or deemed University and that it contains his own work.

6.8.1 On receipt of the thesis the CEO shall call upon the Board of Studies to draw a panel of six names, taking into consideration the panel submitted by the expert of the Screening Committee, of the experts in the field of research not below the rank of University Professor, including foreign experts.

6.8.2 The Vice Chancellor shall appoint three examiners in accordance with the provisions.

6.8.3 The Examiners appointed by the Vice-Chancellor shall be approached in writing for their consent to evaluate the thesis together with the copies of approved synopsis and the summary of the thesis. On receiving the acceptance the thesis shall be sent to the examiners.

Provided that if a foreign examiner is appointed by the Vice-Chancellor and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL.

6.8.4 In the event of the report of the thesis not received within the three months from the date of the dispatch of the thesis, The Vice-Chancellor may cancel the appointment and such examiner shall be asked to return the thesis along with all the documents. The Vice-Chancellor shall appoint another examiner in place of such an examiner

6.9 The examiner may seek Clarification of the subject matter of the thesis from the candidate through the COE. The COE shall pass on the queries to the candidate without disclosing the identity of the examiner and the clarification obtained from the candidate shall be forwarded to the examiner. The provision shall be incorporated in the letter to be sent to the examiner while sending the thesis.

6.10 The examiners must give specific opinion on the point:-

6.10.1 Whether this thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facts of thesis.

6.10.2 How far it evinces candidate's capacity for original thinking, critical examination and sound judgment?

6.10.3 Whether the thesis is satisfactory in point of language and presentation of subject matter.

6.10.4 Whether the thesis be approved for D.Litt./D.Sc./LLD. degree.

6.10.5 The examiner must also furnish a detailed report on the thesis together with a set of questions to be asked at the time of Viva-voce examination.

6.10.6 In case the examiner suggests for an improvement of thesis, he must give a detailed report on the lines on which the thesis be modified and resubmitted.

6.11 The D.Litt./D.Sc./LLD. degree shall be awarded on the thesis of an original work embodied in the thesis submitted by the candidate along with at least three independent research papers published in standard journals or publications of merit on the subject of thesis.

6.12

6.12.1 If all the three examiners approve the thesis, the candidate shall be called upon to appear at the viva-voce examination as per the provision of the ordinance

6.12.2 If two examiners approve the thesis and third rejects/ recommends revision, the thesis shall sent to a fourth examiner (without the reports of earlier examiners) appointed by the Vice-Chancellor for evaluation. The opinion of the fourth examiner shall be final.

6.12.3 In case all the three examiners recommend revision/rejection or two examiners recommend revision/rejection and the third accepts, the thesis shall stand rejected.

6.12.4 In case the candidate is asked by the fourth examiner to revise under section 6.12.2 the candidate shall be permitted to revise the thesis on the lines suggested by the examiner(s). The comments of the examiner(s) shall be made available to the candidate without disclosing identity of the examiner. The candidate shall submit the revised thesis not earlier than six month and not later than eighteen months from the date the candidate is asked to revise the thesis. He/she shall have to pay a fee as prescribed by the University at the time of resubmission.

6.12.5 In case of the examiners of the revised thesis recommends for the award then the candidate shall be called upon to appear at viva-voce examination. In case both the examiners reject or one reject and the other recommend for revision or both recommend for revision or both recommend for revision the thesis shall be rejected.

6.13

6.13.1 If the thesis is finally approved under sections 6.12.1, 6.12.2 and 6.12.4 the candidate shall be called upon to appear for viva-voce examination

6.13.2 The viva-voce examination shall be conducted at the University Teaching Department/Institute on the date, time and place notified by the COE which shall be put on the notice board at least a week in advance.

6.13.3 The candidate shall present the work embodied in the thesis before the board of examiners, faculty members' research scholars and other interested person. After the presentation, the examiners appointed for the viva-voce examination shall ask questions to the candidate. Others may submit their questions in writing to external examiners, who may put such of those questions to the candidate as they deem fit. The examiners may also ask question beyond the scope of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the subject on which he has submitted the thesis

- 6.13.4 In case of divergence of opinion between the thesis examiners a viva-voce examiners or the divergence of opinion between the viva-voce examiner the candidate shall be asked to reappear at a second viva-voce examination within six months. He shall have to pay an additional fee as prescribed for second viva-voce. If the candidate fails to satisfy the viva-voce examiners at the second examination his thesis shall finally be rejected.
- 6.14
- 6.14.1 After the viva-voce examination the recommendations shall be reported to the Board of Management for approval. After the approval of Board of management for the award of D.Litt/D.Sc./LLD. Degree to the candidate.
- 6.14.2 One copy of the thesis shall be kept in the University Library , Another in the library of the institute where he/she prosecuted his/her research work, and the remaining two copies shall be returned to the candidate.
- 6.14.3 The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision, In case of revision the year of award of the degree shall be the year of submission of the revised thesis.
- 6.15 After the declaration of the result, the successful candidate on payment of a fee as prescribed by the University may be provided the copies of reports of the examiner without disclosing their names.
- 6.16 On detection of any irregularity Such as the material quoted in the thesis is copied from any other source/Author/Research and found the same as Plagiarism the University shall take suitable steps to withdraw the degree of D. Sc./D.Litt./LLD. (Even if Awarded) or such Candidate shall not process the thesis for further evaluation or the case may be.
- 6.17 The Fees shall be prescribed by the Fee Regulatory Committee of the University from time to time and it shall be notified separately on Website.
- 6.18 The Matter which are not covered in the clauses above and if any queries regarding the Interpretation of any Clause arises it shall be decided by the Vice-Chancellor on the recommendation of Academic Council/ University Research Degree Committee and the Decision of the Vice-Chancellor shall be final and binding.

Annexure-I

JNCT Professional University, Bhopal

Application for Registration of D.Sc./D.Litt./LLD after completion of Ph.D. Course
Academic year 20 ____-20 ____

Faculty.....Subject/Specialty.....
 Registration Fee : Rs.....DD No.....dated Bank & Branch.....

To,
 The Registrar,
 JNCT Professional University
 Bhopal.

Sir/Madam,

I hereby apply for final registration to the D.Sc./D.Litt./LLD. Course. I state that i have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

1. Name (In CAPITAL).....

2. Father /Husband Name.....

3. Mother's Name.....

4. Date of Birth

5. Gender. Male/Female

6. Nationality.....

7. Permanent Address:.....PIN.....

8 Present (Local) Address:.....PIN.....

9. Contact: Mobile. Phone-(0) Email:

10. Category (Please Tick) (attach attested copies of all relevant document):

Open ☐ SC ☐ ST ☐ OBC ☐

11. University Enrollment Number.....

12. Details of Qualification in Chronological Order (attach attested copies of University degree):

Sr. No.	Qualification level Nomenclature	Name of Board/ Institute	University	Year of Passing	% Obtained
1.	High School				
2.	Higher Secondary (10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Ph D.				
6.	Any other				

13. Details of Teaching Experience in Chronological Order (attached copies of all relevant documents):

Sr. No.	Subject	Department	Designation	Period (In years)	Total Experience
1.					
2.					
3.					
4.					
5.					

*Kindly attach attested copies of all relevant Documents

(a) Total UG Teaching Experience: years.....Months.....

(b) Total PG Teaching Experience: years.....Months.....

14. Details of publication/Research Publications in Chronological Order

S.No.	Publication Title	Journal Details (Name Issue No. & month of Publication)	Indexed in (As per NMC/Regulatory body Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

*kindly attach attested copies of all relevant documents.

15 Details of professional experience, if any (attach necessary certificates)

(i) Nature of professional experience.....

(ii) The Institute where professional experience was gained.....

(iii) Period of professional experience:.....

16 Advisor (If Applicable):..... Designation

Department:.....Address:.....

Number of students registered under the guide in current Academic Year.....

Number of all students registered under guide and still not completed PhD.....

17 Name of the advisor (If applicable).....

Designation.....Department.....Address.....

.....

18 Title of the Synopsis (Outline of Research)

.....

.....

Enclosures:

Sr. No.	Name of the Documents	Attached (Yes/No)
1.	Date of Birth Certificate	
2.	Caste Certificate	
3.	Migration Certificate	
4.	U.G. Degree Certificate	
5.	PG Degree Certificate	
6.	Experience Certificate	
7.	Copy of No Objection Certificate for Employer	
8.	Copy of Relieving letter.	
9.	Copy of approval letter as a Teacher	
10.	State Council Registration Certificate	
11.	Copy of receipt of fees paid at Center	
12.	Two passport size color photographs	
13.	Copy of research Publications	
14.	Copy of report of Institute Research Committee	

Undertaking by the Candidate

I, Dr/Mr/Ms.....hereby declare that, all the information given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Letters (D.Sc./D.Litt./LLD.) prescribed by the JNCT Professional University, Bhopal and I undertake to abide by them. I also undertake to regularly work at the place of Research.

Thank you

Your sincerely

Date:.....

Place:.....

Signature of Applicant

Recommendation of the Head of the Department/ Research Institute/ Dean/ Principal

I am pleased to forward the application along with the synopsis prepared by, Dr./ Mr./Ms.....at this institute. I certify that this final draft is approved by IRC & IEC of this institute and all the fees for admission to D.Sc./D.Litt./LLD Course are paid by the candidate.

Place.....

Date.....

Seal.....

Signature with Stamp

Annexure II**JNCT Professional University
DECLARATION BY THE CANDIDATE (Research Schedule)****I declare that**

1. The research work presented in the thesis entitled.

_____ is my own work except as acknowledged in the text and footnotes.

2. There is no Plagiarism in the research work reported in the thesis.
3. To the best of my knowledge this thesis has not been submitted either in whole or in part for award of any other degree/diploma at this University or at any other such Institution.
4. I have also given presentation before the screening Committee constituted by the University and successfully incorporated the suggestions
5. I have published research papers in referred journal (s) and presented..... research papers in conferences/seminars from the research work of the thesis. I have also produced evidence of the same in the form of reprints and /or presentation certificate before Screening Committee.

Date:**Signature of Candidate****Name of the Candidate****Registration No.****M. No. of candidate****-Forwarded by-****Dean/Principal/Head of the Institution.**

Annexure-III

JNCT Professional University, Bhopal

PROFORMA FOR SYNOPSIS

1. Title of the thesis
 2. Introduction: Giving purpose of research
 3. A brief review of the work already done in the field
 4. Noteworthy contribution in the field of proposed work
 5. Contribution of the candidate in the field of proposed work.
 6. Proposed methodology during the tenure of the research work.
 7. Expected outcome of the proposed work.
 8. Bibliography is standard format.
- List of published papers of the candidate.
(Attach one set of reprints)

Signature of Head UTD/Dean/Principal

Signature of the Candidate

ORDINANCE NO. 12**DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)****1. SHORT TITLE AND COMMENCEMENT:**

This Ordinance shall be called "The Regulation for the Degree of Doctor of Philosophy (Ph.D.) of JNCT Professional University.

This Ordinance shall come into force with effect from the date of notification with objective of producing skilled/Independent researchers capable of rendering original contribution of knowledge and evaluation of new learning.

- JNCT Professional University shall offer the degree of Doctor of Philosophy (Ph.D.) on regular basis twice a year, in all the subject of the faculties as specified by suitable Notification by the University Doctoral Committee.
- The Ph.D. Degree awarded by thesis followed by open defense through Viva-Voce.
- The Ph.D. degree awarded by University shall incorporate any amendments made from time to time by statutory apex council NMC/DCI/INC/UGC or any other.

2. DEFINITIONS:

In the Ordinance, unless the context requires otherwise, following meanings shall apply.

2.1 University means JNCT Professional University, Bhopal (MP).

2.2 University Doctoral Committee means a Committee Constituted by the University to coordinate all Doctoral Programs.

2.3 Departmental research Committee means a committee constituted by University to coordinate all Doctoral programs at Institute level.

2.4 Program means Doctoral program leading to the award of Ph.D. Degree.

2.5 Course work means curriculum prescribed for the scholar to undergo as a part of the Ph.D. program.

Abbreviations:

UDC	-	University Doctoral Committee
DRC	-	Departmental Research Committee
COE	-	Controller of Examination

3. ELIGIBILITY FOR ADMISSION TO Ph.D. DEGREE:

- 3.1 A candidate for the degree of Doctor of Philosophy must at the time of application, hold a master's Degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for ST/SC/Differently-abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree of the

University, a deemed University or other University incorporated by any law for the time being in force and recognized by the University or equivalent by JNCT Professional University, Bhopal.

For candidates belonging to the Faculty of Medicine, Public Health, Dentistry, Nursing, Speech and Hearing and all other eligibility of the candidate will be decided as per Statutory Body Norms.

- 3.2 A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his/her Master's Degree under following categories

3.2.1 Full time research scholar.

3.2.2 Part time research scholar.

Provided that, research work leads to Ph. D Degree may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties. In such case, candidates may be permitted to work under one or two co supervisors along with the supervisor.

- 3.3 In-Service Candidates/Qualified & Eligible Teacher: The cadre of equivalent or above assistant professor having eligibility qualification as per clause (3.1), having 05 years continuous teaching experience in the concerned subject shall be treated as qualified and eligible candidate, provided they have passed the entrance test of the course.

The separate list of Qualified and Eligible "Teacher" candidates for the purpose of registration for Ph.D. Course shall be prepared by the Departmental Research Committee nominated by Vice-Chancellor for said purpose by considering the age of the applicant, research activities, approved experience, number of publications etc. Qualified and Eligible "Teacher" candidates working additionally for the University shall be given preference. The list prepared by the DRC shall be submitted to the UDC and Vice-Chancellor for approval and appropriate decision. The decision of the Vice-Chancellor on it shall be final and binding. the final approval list shall be published on the University website for information of all concerned.

- 3.4 International Candidates: International Students including (Foreign Nationals & NRIs) are eligible to apply for Ph.D. program provided they possess equivalent eligibility requirements as mentioned in regulation 3.1 and 3.2

- 3.5 For those International Students (who have not obtained the PG Degree from any UGC recognized University for whom the equivalency of degree as per respective council shall be necessary but whose equivalent degree is recognized by appropriate authority in India) shall be allowed to appear for entrance test only after confirmation of application by UDC with subject experts. They will take into account the credential and research publication of the applicant in this section.

4. DURATION OF RESEARCH WORK:

- 4.1 **Minimum Time Period:** The minimum duration of Ph.D. degree course for candidate who possessed Post Graduate qualification is three years.

- 4.2 **Maximum Duration:** In case the candidate is not able to complete his/her research work within a maximum period of six years, on the written request of the candidate through their Research Guide, prior to six months of expiry of date of registration the UDC may grant extension for time not more than further two years. In such case, the candidate shall be required to pay the tuition and all appropriate fees again.

- 4.3 **Re-Registration:** After expiry of this grace period of two years the registration of candidate shall automatically be cancelled. However, thereafter such candidate may register again as a fresh candidate after following due procedure of admission as prescribed above.

5. REGISTRATION SESSION:

- 5.1 There shall be two sessions in each year for provisional registration of candidates for the Degree of Ph.D. (1st April & 1st October). As per availability of vacant seats.
- 5.2 The tentative schedule of Ph.D. Entrance Examination and Provisional Registration for Ph.D. Program is as follows.

	Tentative	For April Session	For October Session
i	Release of Advertisement	December/January	July/ August
ii	Entrance Examination	January/February	August /September
iii	Publication of Results	January/February	August /September
iv	Counseling	March	September
v	Last date for applying for Provisional Registration for Ph.D program.	March	September
vi	Date of Provisional Registration	1st April	1st October

6. AVAILABILITY OF SEATS:

- Ph.D. Course Seats. Distribution: 33% seats from the total available seats for that particular Academic Year shall be kept reserved for the qualified and eligible approved in-service teacher candidates, in case there are no eligible candidates found after the Entrance test and the seats remains vacant, they can be available for other candidates.

7. PROCEDURE FOR ADMISSION TO Ph.D. PROGRAM:

- 7.1 Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF/ UGC-CSIR-NET with JRF/ fellowship holder or any other Government/ Foreign research fellowship holder are exempted from entrance test and shall be admitted through interview only.
- 7.2 Entrance Test: University May conduct twice a year Entrance Examination as per requirement for purpose of admission. The syllabus, format, marks and other details of the Entrance Test shall be recommended by the UDC and accepted by the Vice-Chancellor:
- 7.3 Notifications of Ph. D. Course: The University may publish a Notification twice as per availability of vacant seat in an Academic Year, as mentioned for admission to Ph.D. course under all faculties and call applications from eligible and desirous candidates. Such Notification shall contain:
- 7.3.1 The number of seats available for registration (faculty-wise, Institute - wise & subject-wise distribution of seats, along with list of available recognized guides for the particular Academic Year).
- 7.3.2 General rules regarding application form and admission procedure the number of available subject wise seat for Ph.D. course shown in the notification shall be accordance to UGC. The notification shall be published on the University website. The rules regarding reservation as specified by the State Government from time to time shall be applicable for this admission process. Before announcing the available number of Ph. D. seats for an Academic Year, the University shall collect data from all the Heads of the Institute(s) for determining the exact number of available Ph.D. seats and Ph.D. Guides in each subject.
- The Head of the Institute after obtaining consent from the respective Ph.D. guide shall inform the University, the exact number of Ph.D. candidates to be allotted for each guide. The distribution of seat shall be notified on the basis of this information.
- 7.4 In response to the advertisement or notification of the University, the candidate desirous of seeking admission to Ph.D. programme shall be required to submit application on prescribed form (Annexure-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.
- 7.5 Candidates shall be admitted through the Entrance Test, which shall be conducted for each subject separately in at the University Teaching Departments or other venues as decided by the University.

Provided that, the Institute/Department/U.T.D. which are approved research centers, shall be allowed to conduct the Entrance test for the subjects not available in the University Teaching Departments.

Provided further that, the Vice-Chancellor may assign to the allied or to any University Teaching Department to conduct to Entrance Test for the subjects available only in the Institute.

- 7.6 The Vice-Chancellor shall constitute a Departmental Research Committee (DRC) to conduct the Entrance Test comprising of the following members:

• Dean of the concerned faculty	-	Chairperson
• Chairperson, Board of Studies	-	Member
• Head of the Department/ Principal/Dean	-	Member & Coordinator
• One Subject supervisor to be nominated by the Vice-Chancellor -		Member
• Ethical Committee Chairperson of the Institute	-	Member

if the Dean of the faculty is not available, the Vice-Chancellor shall appoint any other Dean or senior professor of the University to chair the DRC.

Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant fields(s) from the same University/other University to form the quorum. University may also conduct the Entrance Test in different subjects through a committee constituted by the Vice-Chancellor.

- 7.7 The functions of the DRC shall be as follows

- To scrutinize the applications.
- To arrange the Entrance Test.
- To conduct the interview
- To submit the final list of candidates.
- Any related work assigned by the Vice-Chancellor.

8. ENTRANCE TEST:-

- 8.1 The duration of the Examination will be 3 (Three) hours.
- 8.2 The Entrance Examination will be conducted in English only. The question booklet will consist of 100 multiple choice questions [single best response].
- 8.3 The written test will have two sections,

	Particulars	No. of MCQ's	Marks	Duration
Section A	Research Methodology (common to all disciplines)	50	1 mark each	90 min
Section B	Discipline specific	50	1 mark each	90 min

Both section (A & B) will be considered for evaluation.

8.4 The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners recommended by the Board of Studies of the concerned subject and approved by the Vice Chancellor.

The candidates must score minimum 50% marks (45% for SC/ST) in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the DRC on the basis of the result of the Entrance Test and the same shall be submitted to the COE to notify.

8.5 Interview: The successful candidates of the Entrance Test shall have to appear in the interview. The interview shall be conducted by the DRC.

The candidates are expected to bring the No Objection *Letter* from the proposed Supervisor and Co-supervisor (if applicable) duly forwarded from the Head of the research centre(s).

The candidates are required to discuss their research interest/area through a presentation before a duly constituted DRC. The interview/viva-voce shall also consider the following aspects, viz. whether:

- The candidate possesses the competence for the proposed research
- The research work can be suitably undertaken at the research centre;
- Proposed area of research can contribute to new/additional knowledge.

The evaluation in interview will be based on 100 marks to be allocated in the following criteria, each of 25 marks:

- Research plan.
- Research potential/ aptitude.
- Communication skills.
- Subject knowledge in the respective area of research.

The DRC shall decide the cut-off marks in interview for admission for Ph.D.

The Chairperson, DRC, will allocate the marks in each of above criterion after consensus. In case of disagreement among the members the average of the marks

given by individual member will be the final marks in the criterion. Merit list will be prepared on the basis of the marks obtained out of 100 marks in the interview and the decided cut-off marks.

The DRC shall finalize the list of the candidates to be admitted to the Ph.D. programme in the concerned subject as per the merit and availability of seats. It shall also allot the Research centre, Supervisor, Co-supervisor (if any), and approve the tentative area of the proposed research work. The final list shall be submitted to the COE. After the approval of the Vice Chancellor, the list shall be notified.

Note: (i) While granting admission to Ph.D. programme, the DRC will pay due attention to the State Reservation Policy/ University Reservation Policy.

(ii) The DRC should also see that only the predetermined number of students shall be admitted to Ph.D. programme.

9 ALLOCATION OF SUPERVISOR/CO-SUPERVISOR:

9.1 The allocation of the supervisor for a selected student shall finally be decided by the DRC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.

9.2 In case Supervisor is not working at the research centre a Co-supervisor may be allotted from the research centre to guide and monitor the research scholar at the centre. In case Supervisor/Co-supervisor belongs to the Research Laboratory recognized by the University as research centre through MOU then respectively Co-supervisor/Supervisor will be allotted from the UTD with which Research Laboratory has the MoU.

9.3 In case of topics which are of inter-disciplinary nature where the DRC feels that the expertise in the research centre has to be supplemented from outside, the DRC may appoint a Research Supervisor from the research centre, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Research centre/ Faculty/University on such terms and conditions as may be specified and agreed upon by the consenting Institutions

10 COURSE WORK:

10.1 The candidates selected for Ph.D. programme are required to apply for the Ph.D. registration on prescribed proforma downloadable from the University website (**Annexure-II**). The duly filled registration form along with the necessary documents and certificates shall be forwarded by the research centre after verifying the payments of the following fees:

1. Registration fee
2. Ph.D. Course work fee
3. Research Centre fee for six months
4. Research Centre Caution Money (payable once only and refundable)
5. University Library fee for six months
6. University Library caution money (payable once only and refundable)
7. Research Laboratory fee for six months (where laboratory work is involved)
8. Identify card fee
9. Any other fee as decided by the University

Duly forwarded Ph.D. registration form should be submitted to the University and a photocopy of the same form and documents should be submitted to the Research Centre.

All candidates admitted to the Ph.D. programme and submitted the Ph.D. registration form shall be required to complete the course work of 16 credits as prescribed by the University/ Research Centre during initial one or two semesters. The course work shall be treated as prerequisite for Ph.D. preparation. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The examination and evaluation scheme for Ph.D. course work shall be as per the examination and evaluation scheme of the University applicable to the other programmes of the UTDs.

The Ph.D. course work shall contain the following courses:

Methodology Research	4 credits
Review of Published Research in the relevant field	3 credits
Computer Applications	3 credits
Advance course in the relevant subject	3 credits
Comprehensive Viva-Voce	3 credits

The course on Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. The course on Review of Published Research in the relevant field will be undertaken under the supervisor or the regular teacher of the centre of course work and the candidate has to consult the library or other resources to carry out the literature review. At the end of the semester the candidate has to submit a brief report on the literature review for evaluation, which will be done by the two examiners. The course on computer applications will include the computer applications helpful in the relevant subject. The advanced course in the relevant field shall comprise the topics related to the subject of research. The syllabus of the courses on research methodology, computer applications, and advanced course shall be decided by the concerned Board of Studies.

The final grades shall be submitted to the University. The University shall issue the certificate of the Ph.D. course work in the prescribed format (Annexure-III).

- 10.2 The course work shall be conducted in the University Teaching Departments/ Research centers as approved by the Vice chancellor.
- 10.3 If found necessary, course work may be carried out in another UTD/ Institute within the University for which due credit will be given,
- 10.4 If a student obtains for upgrade in a course/ subject, he /she will be treated to have failed in the original course in which he/she took admission. He / she have to reappear in the examinations of the course as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the Ph.D. programme. No student shall be allowed to repeat the course to improve the grade if he/ she pass the course.
- 10.5 The candidate has to obtain a minimum of 55 % of marks or its equivalent grade points in aggregate in the course work in order to be eligible to continue in the Ph.D. programme.

11 REGISTRATION OF THE STUDENT:

- 11.1 After successful completion of the Ph.D. course work the students shall submit the copy of the certificate of the course work and synopsis of the proposed research work in the prescribed Performa (Annexure-IV) to the University within two months from the date of declaration of result of the Ph.D. course work.
 - 11.2 The University shall conduct the meeting of the University Doctoral Committee (UDC) consisting of the following members:

• Vice Chancellor or his nominee	- Chairperson
• Dean of the Faculty	- Member
• Head/Dean/Principal of the University Teaching	- Member
Department/School of Studies in the subject	
• Chairperson, Board of Studies in the Subject.	- Member
- One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 6 experts given by the Chairman of the Board of studies concerned. The term of panel shall be coterminous with the Chairman Board of Studies.

External expert and two other members shall form the quorum.

- 11.3 The candidate shall make an oral presentation of his/ her proposed research work before UDC.

Note: - On the request of the supervisor, Vice Chancellor may permit him / her to be present as an observer during the oral presentation of his/ her candidate.

- 11.4 The UDC shall recommend the topic of research and the date of registration of the candidate for the Ph.D. degree. On approval by the UDC, the candidate shall be registered and enrolled as a Ph.D. student from the date on which candidate deposited the registration fee or as decided by UDC whichever is later. Candidate will also be required to pay regular tuition, library, IT centre and laboratory fees (six monthly) during his research tenure.

- 11.5 Provided that, if the UDC approves the topic and suggests a minor change, then the candidate shall be allowed to submit a revised synopsis through the Chairperson, B.O.S. and Dean of the faculty.

- 11.6 If the UDC does not approve/recommend a candidate for registration to Ph.D. Candidate shall be allowed to make an oral presentation again in the next UDC. In such cases, date of registration shall be as per the recommendation of UDC.

Provided that, if candidate fails to be present or satisfy the UDC for the second time, his/ her case will be rejected/cancelled. In such case, the caution money deposited by the candidate shall be refunded.

- 11.7 A candidate shall pursue his/her research at the allotted research centre.

- 11.8 In case of any dispute in the UDC regarding allied subjects of interdisciplinary nature, the case should be referred to the Academic council. The Vice Chancellor may constitute a committee in this regard and the report of the committee should be placed before the Academic council/standing committee for decision.

- 11.9 The meeting of the UDC shall be held in the University Office twice a year preferably in a gap of six months. The committee shall recommend the eligibility of the person for the appointment as supervisor/Co-supervisor and prepare a list accordingly. This list shall be available with the Registrar.

Provided that, a candidate permitted to work in a research establishment recognized by the University shall be required to take one Supervisor/Co-Supervisor from the institution/ research establishment where the candidate is actually working.

Also provided that, a candidate may be permitted to carry out his practical work in a Research Institution/Research Laboratory/Laboratory of a University for the purpose, under the supervision of a Scientist/ Teacher of the Institution who may or may not be the Co-supervisor of the candidate.

12 APPLICATION FOR RESEARCH GUIDE/RESEARCH CO-GUIDE:

- 12.1 A full time faculty/scientist having Ph.D degree desiring to be recognized as a Research Guide, shall apply in the prescribed application form (Annexure-V). This shall be placed before the UDC for making suitable recommendations for approval or otherwise as a Ph.D. Research Guide. Vice-Chancellor shall accord such approval based on recommendation of UDC for this purpose and he may seek opinion of any subject experts, if required. On such approval, the Research Guide will be intimated that they have been recognized as a Research Guide for Ph.D. research. Co-Guide may be nominated, if felt essential by UDC.
- 12.2. Nomination of Co-Guide shall be mandatory in case of research work in Inter Disciplinary Research. In such cases, the Guide shall be from the discipline of research & Co Guide shall be from the other relevant discipline.
- 12.3 If a teacher working in a department different from their specialization wishes to guide a candidate in the subject in which the Guide holds the eligibility degree, they may be appointed as the Guide/co-Guide of the candidate. However, the candidate shall be admitted only in the main department corresponding to the subject of research of the candidate in the accordance with the normal procedures. This appointment will be done only after approval of UGC.
- 12.4 Guide/Co-Guide is unable to continue, the UDC may nominate replacements.
- 12.5 Scholars, pursuing Ph.D. Program themselves, shall not be nominated as Guide/Co-Guide.
- 12.6 Guide/Co-Guide shall not undertake to offer guidance for Ph.D. work to any of his/her first degree relative.

13. THE ELIGIBILITY CRITERIA TO BE RECOGNIZED AS RESEARCH GUIDE/CO-GUIDE:

- 13.1 A regular Professor of the University/Institute or Professor equivalent Scientist of the Research Establishment/Laboratory with at least five research publications in refereed journals and a regular Associate Professor (Reader) or equivalent Scientist /Assistant Professor (Lecturer) or equivalent Scientist of the University/Institute/ Research establishment with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/ Co-supervisor.
- 13.2 Only a full time regular teacher of the concerned University/Institute or scientist of the research establishment recognized as research centre can act as a supervisor. External supervisor, following criteria of UGC may be permitted with approval of RDC and Vice-Chancellor. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other

related institutions with the approval of the RDC.

- 13.3 A Research Supervisor who is a Professor or equivalent Scientist, at any given point of time, can guide up to a maximum of Eight (8) Ph.D. scholars. An Associate Professor or equivalent Scientist as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor or equivalent Scientist as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 13.4 Maximum number of Ph.D. students can work under a Co-Supervisor will be same as under Supervisor mentioned above in column (iii). However, the Vice-Chancellor may increase the number of Ph.D. students under a Co-Supervisor under very special circumstances.
- 13.5 A guide for Ph.D. degree shall not have less than 8 years approved teaching and/or research experience after his/her PG qualification and out of which, 3 years recognized teaching experience in the concerned subject and also shall have published at least 5 papers in the Indexed Journals(s).

OR

- 13.6 Highly deserving candidates working in research institutes in a "Scientist-C Grade" category and having Ph.D degree and at least total 10 years research experience and also possesses minimum 5 publications in Indexed Journals and/or 3 patents to his/her credit in any area of Health Sciences/ Biological Sciences/ Life Sciences may be recommended by the UDC to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.

OR

- 13.7 Highly Deserving candidates with 3 years research experience after Ph.D. degree with 5 publications in the Indexed Journals/ 3 patents to his/her credit in any area of Health Sciences/Biological Sciences/ Life Sciences may be recommended by the UDC to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.
- 13.8 A recognized PG teacher with 3 years of Post Graduate teaching experience shall be eligible to become as a Co-Guide for Ph.D. on request of the student duly forwarded with consent of his/her Guide through the Head of the Institute. The Vice-Chancellor shall consider and take final decision regarding allotment of Co-guide for the work of Ph.D. considering the necessity of its requirement.
- 13.9 Provided that the persons belonging to the following faculties of Medicine, Dentistry, Allopathy, Ayurveda, Nursing, Homeopathy and others, eligibility of

Supervisors/ Co-Supervisors will be decided as per Statutory body norms.

13.10 A recognized Supervisor/ Co-supervisor who fails to publish any research paper over duration of five years shall not be eligible to enroll any new candidate under his/her supervision.

13.11 A regular teacher/scientist/scholar who want to get himself/herself recognized as a supervisor/Co-supervisor shall apply in the prescribed format. Provided further that, a person who is currently registered for Ph.D. degree in any University shall not be eligible to act as Supervisor/Co-supervisor or member of any committee mentioned in this Ordinance.

13.12 Number of Candidates per Guide.

- A Guide shall not undertake to offer guidance for Ph.D. work for more than Eight candidates (including part-time scholars) at a time. However for reckoning the number of candidates under a Guide, the number of candidates for whom they are acting as a co-guide shall not be taken into account.
- A Co-Guide shall guide not more than Eight Scholars at any time.
- List of recognized researchers of JNCT Professional University under each faculty, their area of research interest and number of research scholars registered under them will be available at the University website. This will be updated from time to time

13.13 Maximum age of Ph.D Guide/Supervisor - The recognized Ph.D. research Guide shall be permitted to work as a Guide up to the attainment of age of 65 years. Before three years of maximum permissible age limit (i.e. after attaining the age of 62 years), fresh registration under such guide shall not be permitted.

14. ELIGIBILITY FOR INSTITUTE RECOGNITION & GRANT OF RECOGNITION AS RESEARCH CENTER (PLACE OF RESEARCH FOR Ph.D. PROGRAM):

14.1 Every candidate who has registered for the Degree of Doctor of Philosophy (Ph.D.) shall pursue research under the supervision of a Research Guide in any one of the Post Graduate Departments/Constituent Units of JNCT Professional University as recognized by the UDC.

14.2 For in-service Candidates the concerned Institution shall issue a No Objection Certificate stating that the candidate is permitted to pursue research leading to Ph.D. degree from JNCT Professional University on a part time basis while continuing in employment.

15. UNIVERSITY DOCTORAL COMMITTEE:

- 15.1 Any change in the membership of the University Doctoral Committee shall be effective only on approval by the Vice-Chancellor.
- 15.2 The UDC shall be functional till the end of public viva- voce examination for monitoring and advising scholars for whose thesis examiners have recommended modifications, corrections, etc., to be incorporated in the thesis before the public viva-voce examination to defend thesis.
- 15.3 Functions of University Doctoral Committee: The UDC shall monitor the research work of the candidate. The UDC shall meet at least bi-annually (period from April to September & period from October to March). The minutes of the UDC meeting should be appended along with the six- month progress report.
- 15.4 The meetings of the UDC will be held only at the JNCT Professional University campus. Under unavoidable circumstances if one member of the UDC (Co-Supervisor or UDC member) is unable to attend a scheduled meeting in person, then he/she can participate via teleconference. This should be intimated to Vice- Chancellor in advance. The minutes of the UDC will be circulated and signatures obtained from members of the UDC.
- 15.5 At each UDC meeting, the members should
- Review, attendance and progress based on records submitted by PhD candidate and presentation made by the candidate.
 - Approve the six month progress report submitted as per schedule by PhD candidates.
 - Discuss matters relating to the candidates research study including timelines, publications or presentations, conferences, finalizing protocols etc.
 - Identify proposed dates of UDC meeting and agenda/plan of action for next 6-12 months.
- 15.6 The UDC should within the first 6 months from date of provisional registration (in addition to items included above:
- Specify protocols/mechanism for monitoring of Pre-Ph.D. Orientation course in the Institute where candidate is registered.
 - Specify pattern of examination to be conducted after Pre-PhD orientation course.
 - Review the research proposal of the Ph.D. candidate (clause-18) (synopsis submission review) UDC should before the submission of synopsis approve the presentation made by the candidate and after that review, certify that

recommendations made by the committee have been addressed.

- Guide the candidate for submission of proposal to Institutional Ethics Committee.

15.7 The UDC should in the first 12 months from date of provisional registration:

- Approve/ finalize the research proposal and working title of the proposed thesis.
- Review the approval letter of Institutional Ethics Committee

15.8 The UDC should approve the presentation for Pre Ph.D. thesis submission Program Review to be made by the candidate (clause 18) and after the review certify that recommendations made by the committee have been addressed.

16 SUPERVISION FOR Ph.D. RESEARCH:

16.1 A candidate shall work under the direct supervision of a recognized Ph.D. Guide of the University. In each Academic Year, the number of Ph.D. students to be allotted to the concerned guide shall be decided with the consent of Guide in accordance to UDC.

16.2 A candidate who is a University approved full time Teacher/ the person in the Government Service shall be permitted to complete research work at their institute (place of duty/ appointment) and get the benefit of provision under clause (4.1, 4.2, 4.3)

16.3 Normally, a candidate shall be required to complete research under supervision of their Guide, however, a candidate may be permitted by the UDC to transfer their registration from one research Guide to another, provided the first Guide gives "No Objection Certificate" for such transfer and the research Guide under whom the transfer is sought gives their consent to accept the candidate. Provided further that, in case of such transfer, if the research topic of the candidate is not to be changed, and in such case the candidate shall have to work under new guide for the minimum period of two years before the candidate is allowed to submit the Thesis. Additional fees may be levied as per rules.

16.4 Whenever the Research Guide of the candidate leaves service of the Institute or retires from the service but continues to be recognized as a Research guide, the student already admitted under such guide may be allowed continuing to work under him. However such guide shall give in writing his / her willingness to continue with the said student. The UDC shall, after ascertaining the choice of the student either to continue to work under the supervision of the same research guide or to work under another Research Guide, make appropriate recommendation to the Vice-Chancellor.

16.5 In case of any dispute between a candidate and the guide, the redressal committee consisting of the following shall examine the matter whose decision shall be final:
1 Chairman (The Vice-Chancellor or his nominee)

2 Nominee of the UDC**3 The Head of the Institute/Place of Research**

However, if the complaint is against the Head of Institute then they shall not participate in the proceedings of the meeting. The Committee shall hear both the parties and submit its report with the specific recommendations. The report shall be submitted to the Vice-Chancellor for final decision.

17 MEDIUM OF INSTRUCTION:

English shall be the medium of instructions for Written/Oral examinations,

Research Proposal/ Plan, Synopsis, Thesis & Research Papers etc.

18 SIX-MONTHLY REPORTS:

18.1 The Candidate shall be required to send "six-monthly progress report" to the University within 15 days of notification in the prescribed format (Annexure-VI) through the guide and Head of the Institute. All progress reports of the candidate(s) along with a record of attendance, receipt of the fees paid, Synopsis and Title of Thesis shall be available for information of all concerned.

18.2 If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit the fee, the Vice Chancellor may take necessary disciplinary action against him.

19 REVIEW MEETINGS:

Candidate will also complete reviews as detailed below

Review	Time frame	Nature of Review	Outcome
Research proposal review	Within 3 months from date of Provisional Registration (to be done before DRC)	The Scholar must incorporate the feedback and make necessary changes.	Approval From DRC
Synopsis submission review	Prior to submission of Synopsis (to be done before UDC)	The Scholar must incorporate the Feedback and make Necessary changes.	Approval from UDC to submit synopsis.
Pre-PhD Submission review thesis	3 months before likely date of submission of Thesis (to be done before UDC)	The Scholar must Incorporate the feedback and make necessary changes.	Approval from UDC to submit thesis.

1. The Scholar shall also offer a Pre-Ph.D. Presentation in the concerned Institution/ Department for critical review/feedback/comments by Experts/Faculty Members/Research Scholars/Post Graduate Students

etc. The scholar must incorporate the feedback, received during the Presentation of the Thesis.

Note: Apart from above mentioned review meetings each candidate shall have to submit an approval letter from the Ethics committee of the institute within 6 months from date of Provisional Registration.

20 PRESENTATION OF THE THESIS:

- 20.1 The Thesis shall be written and printed preferably in acceptable or recognized font and the language of the thesis shall only in English except where the Language itself is a subject (**Annexure-VII**).
- 20.2 The candidate shall submit a draft dissertation/thesis to the research centre prior submission of the research summary and the scholar shall make a presentation in the research centre open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation /thesis in consultation with the supervisor/ co-supervisor.
- 20.3 Ph.D. scholars must publish at least one (1) research paper in referral journal and make two paper presentations in conferences/seminars of State/National before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 20.4 After completion of the minimum period of Ph.D. course as specified under clause 4 and after completion of course work as specified under clause 10, within two months from the date of course completion, the candidate shall forward application to the University, through their Research Guide and Head of Research Place with four hard copies of Thesis along with 02 CDs containing soft copies and 10 copies of the Thesis summary. The prescribed fees for evaluation shall be enclosed with such application. The Thesis shall include Certificate in the form 'A', a *declaration* from the candidate that, the work reported in the Thesis is original work carried out by the candidate himself and that the research work from other sources has not been included. Also thesis shall include certificate in the Form-B from the Research Guide and Certificate in the Form-C by Head of recognized place of Research institute (**Annexure-XV**).
- 20.5 The material which has been obtained from the other sources shall be duly acknowledged in the Thesis by the candidate(s). If the material obtained from the other sources has not been duly acknowledged, then the candidate shall be held responsible in case of plagiarism. In case of plagiarism the candidate shall be liable to be punished for withdrawal of the Thesis/ Ph.D. Degree (even if awarded). The Candidate shall also include in the thesis a certificate of Plagiarism check (Form-D) **Annexure-XVI**. University shall follow rules prescribed by UGC/any apex body regarding plagiarism.

- 20.6 The Supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor (Reader) or Institute Professor in a sealed envelope to the COE.

Provided that the panel of examiners shall be obtained from the Head University Teaching Department/school of studies/chairman Board of Studies of the subject concerned, in case the candidate is related to the supervisor.

21 APPOINTMENT OF EXAMINERS:

- 21.1 The examiner shall be from out-side of the University within Madhya Pradesh/Out-side of the Madhya Pradesh/ Abroad.
- 21.2 On receipt of the panel of the examiners from supervisor and thesis along with summary and fees, the COE shall call a meeting of BOS of the subject concerned.
- 21.3 The Board of Studies shall prepare the panel of six Examiners in view of panel submitted by supervisor including 50% name from outside Madhya Pradesh for the evaluation of Ph.D. thesis.
- 21.4 The Vice-Chancellor shall appoint two examiners amongst the Panel of examiner submitted by Examination Committee out of which one Examiner is from outside M.P. state. Provided that the Vice-Chancellor can appoint any subject expert/Examiner for evaluation of the thesis whose name is not included in the panel of examiner submitted by Examination Committee.

22 EVALUATION OF THESIS:

- 22.1 The Vice-Chancellor shall appoint any two examiners from the Panel of external examiners prepared by the Examination Committee, one of whom shall be from outside of Madhya Pradesh state to examine the Thesis. The COE shall get in touch with each examiner by e-mail or land mail with a copy of the summary of Thesis to secure acceptance of the examinership. If however, no information is received from an examiner within four week's period from first communication to the examiner, his / her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause (21.3) and (21.4).
- 22.2 Each external examiner will be requested to submit a detailed assessment report and his/her recommendation on a prescribed proforma to the COE within 45 days of date of receiving the thesis.
- 22.3 In case the assessment report is not received from an external examiner within 60 days, the Vice Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.

22.4 The external examiner shall be required to state categorically whether in their individual opinion, the thesis should be.

22.4.1 Accepted for the award of Ph.D. Degree, or

22.4.2 Referred to the research candidate for a submission in the revised form.

22.4.3 Rejected.

The external examiners shall state the reason for recommending re-submission/rejection of the thesis. If re-submission is recommended, the external examiner shall specifically indicate the modification that needs to be incorporated in the thesis by the research candidate.

On the receipt of reports from all the external examiners the COE shall place them before the Vice Chancellor who will pursue the report and recommend one of the following:

- If both examiner are of unanimous opinion that the thesis be accepted for the award of the degree the candidate *would* be required to appear for oral defense.
- If both examiner are of unanimous opinion that the thesis should be rejected or the thesis be submitted in a revised form then the result be declared accordingly and the candidate be informed to submit the thesis in a revised form and revision points shall be clearly stipulated by the external examiner.
- If there is no unanimity between examiners; an additional external expert shall be appointed as examiner to evaluate the thesis. The report of the additional external examiner, along with all the earlier reports shall be considered by the UDC and a recommendation made either to accept the thesis for the award of the degree or reject the same.
- If one examiner recommends rejection of the Thesis and the other recommends acceptance, then a third examiner shall be appointed as per clause 21.3 and 21.4 from the panel of already approved examiners. The third examiner, if appointed, shall be from outside Madhya Pradesh. Once the third examiner is appointed, any previous recommendations of the examiner, in whose place the third examiner has been appointed, shall become null and void for all purposes. In case, the third examiner recommends acceptance or revision of the Thesis, then depending on the recommendation of the other examiner (who has not rejected the Thesis), the Viva Voce shall be arranged or the candidate shall be asked to revise the Thesis and resubmit, as the case may be. In case the third examiner recommends the rejection of the Thesis, then this recommendation shall be final and the Thesis shall be rejected.
- In case the candidate is being required to submit a revised thesis, he/she will submit the same within a period of one year from the date of communication in this regard from the COE. However in exceptional circumstances, this period may be extended by UDC by one more year but the total revision shall not exceed two years in any case. The revised thesis shall be sent for assessment to the original panel of external examiners. In the event of one or more original external examiners not being available, an additional external examiner may be appointed.

23 PUBLIC VIVA VOCE EXAMINATION TO DEFEND THESIS:

- 23.1 Once the candidate submits his thesis, he after receiving the acceptance reports from two external examiners recommending for the award of Ph.D. Degree, the University shall appoint a three-members Viva Voce committee. This committee will consist of Dean of faculty, the external examiners who has evaluated the Thesis and the Guide of the candidate. The candidate's Guide shall be internal examiner cum convener for the Thesis defense and Viva Voce examination. The recommendation reports received from the two external examiners shall be forwarded to the Guide of the candidate, who shall arrange the Viva and the defense of the thesis at the earliest date suitable to the external examiner. The Viva Voce and the open defense of the Thesis shall be arranged either at the place of research or at the University decided in consultation with the convener (Internal Examiner/Guide). The Guide shall communicate to the University, the candidate and the external examiners and to all the concerned regarding the date, time and venue of Viva Voce. The Guide shall make the reports available to the candidate and the external examiner at least 3 days before the date of the Viva Voce. A separate notice on defense of Thesis presentation shall be issued and circulated to other Departments by the Guide at least 48 hours before the presentation to enable other faculty members and students to attend the Viva Voce. In case of any problem, the Dean of the concerned faculty shall take the appropriate decision. Deficiencies pointed out at open defense shall be upgraded to the satisfaction of the examiner.
- 23.2 If the external examiners, who have already evaluated the Thesis, are not able to be present at the time of the defense, the Vice-Chancellor, on recommendation of the Research Guide and the Dean of faculty concerned shall appoint another external examiner from panel to act as an examiner for the defense of the Thesis. In case, the Guide (internal examiner is not available, the Vice-Chancellor shall appoint any other senior research guide to act as internal examiner on the recommendation of the Dean of the concerned faculty.
- 23.3 The Guide as convener shall moderate the Viva Voce and open defense. The candidates shall make a presentation of their Thesis covering the background, objectives, methodology, results and the conclusions of their study. After presentation, the examiners can ask the candidate for more clarifications. Those attending the open defense, who are not members of the Panel of Examiners, can also participate by asking relevant questions. The questions during the Viva Voce shall be of constructive type and shall lead to logical discussion on the topic of the Thesis. No one among the audience shall have right to comment on the acceptability or non-acceptability of the Thesis for the award of the Ph.D. Degree.
- 23.4 The Guide and the external examiner shall submit to the *Controller at Examinations* their final consolidated report about the award of the Ph.D. Degree immediately after the defense is over in a prescribed format.

- 23.5 In case the defense & Viva Voce is not satisfactory, the examiners may by majority recommend with reasons in writing the specific comments regarding unsatisfactory performance of the candidate. The candidate shall act upon the comments accordingly and face the Viva Voce again after the period of three months.
- 23.6 The overall result of the Viva Voce and the defense of the Thesis shall be officially declared by the COE within 15 days from the date of receipt of the favorable report on the defense of the Thesis and the Controller of Examinations shall issue a Provisional certificate to the candidate, certifying that the Ph.D. Degree has been awarded in accordance with the provisions of Regulations of the U.G.C.
- 23.7 After the viva-voce, the recommendation of the examiners shall be reported to the Academic Council for the award of Ph.D. degree to the candidate.
- 23.8 Once the Ph.D. Degree is awarded to the candidate, one soft copy of the Thesis shall be kept under the custody of the Controller of Examinations. The second/Third hard copy & soft copy of the Thesis shall be deposited in the University Library and UGC as well if required.
- 23.9 After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of prescribe fee. The reports will not disclose the identity of the examiners.
- 23.10 In case of rejection of the Thesis and based on the genuine grounds and recommendation of UDC, the Vice-Chancellor shall constitute an independent three-member review panel to investigate the cause of rejection of Thesis. The review panel shall examine the research work and the examiners' report thereon and shall submit its findings to the Vice-Chancellor for future improvements. It may also examine the matter to suggest as to whether the candidate can further work on the same topic to rebuild his initial work and the correct course of action for achieving that and time frame needed for resubmission of his thesis without exceeding the maximum time period prescribed for submission of Thesis given in this Direction.

24 PUBLICATION OF THE THESIS:

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D degree of the University.

25 WITHDRAWAL OF Ph.D. DEGREE/NON PROCESSING OF Ph.D. THESIS:

If at any stage it is found that the material quoted in the Thesis is copied from any other source/Author/Researcher and found the same as plagiarism, then the University shall withdraw the Ph.D. Degree (even if awarded), of such candidate or shall not process the

Thesis for further evaluation and examination as the case may be.

26 PRESCRIBED FEES FOR CANDIDATE:

The fees shall be such as prescribed by the Fee regulatory committee of University from time to time and it shall be notified separately on website.

- 27 Matters which are not specifically covered in the clauses herein above and if any queries regarding the interpretation of any clause of this Direction, then it shall be decided by the Vice-Chancellor on recommendation of academic council/UDC and the decision of the Vice-Chancellor shall be final and binding

28 Depository with INFLIBNET :

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

ANNEXURE - I

JNCT Professional University, Bhopal

APPLICATION FORM FOR ADMISSION IN
Ph.D. PROGRAMMESSelf Attested
Photograph

Academic Session: _____

Name of the Programme for Admission: _____ (I)
[Ph.D. (ii) M.Phil. (iii) Both M.Phil. and Ph.D.]

Name of the Subject for Ph.D. / M.Phil.: _____

Subject for Entrance Test: _____

Proposed Research Centre: _____ Faculty: _____

Proposed Centre for Entrance Test: _____

1. Applicant's Name (in Hindi): _____ (in English): _____

2. Date of Birth: _____ 3. Gender: _____

4. Domicile of M.P.: Yes / No _____ 5. Blood Group: _____
(If yes, attach photocopy of domicile proof)

6. Category: Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-abled:

(Please attach photocopy of proof of category of SC/ST/OBC(non-creamy layer)/ Differently-abled)

7. Nationality: _____ 8. Enrolment Number (if available): _____

9. Name of Father / Husband: _____

10. Name of Mother: _____

11. Annual Income of Parents: Rs. _____

12. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No: _____

13. Do you have Teacher Fellowship for Research? Yes/ No: _____

14. Do you have Government/ Foreign Research Fellowship? Yes/ No: _____

15. Do you have M.Phil. degree (as per UGC Regulations 2009 or amended thereafter) with

course work? (Yes/ No): _____

(in case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)

16. Applicant's Address

(a) Permanent: _____

_____ Phone no. of Father/ Husband: _____

(b) For Correspondence: _____

Mobile No. of the Candidate: _____ Email ID of the Candidate: _____

Aadhar No. of the Candidate: _____

17. Educational Qualifications (Enclose self attested photocopies):

Class	Board/ University	Year of Passing	Grade/% of Marks	Division	Subject
10 th					
12 th					
Graduate					
Post Graduate					
M.Phil.					
Any Other					

18. Fee Details:

Amount (Rs.): _____ Demand Draft No.: _____ Date: _____

Name of the Issuing Bank & Branch: _____

19. Teaching / Research Experience (if any): _____

20. Any other information: _____

Date: _____

(Signature of Applicant)

Annexure - II

**Format of Application for successful candidates in PhD Entrance Test to apply for
Registration in Course Work at Recognized Place of Research for
Academic Year 20____ - 20____**

To,

The Registrar,
JNCT Professional University,
Bhopal (M.P.)

Sir/Madam,

I Dr/Mr/Ms..... hereby offer my
application for Personal Interview and Counseling for selection and Registration to PhD Course
for the Academic Year 20.....-20.....

My details are as follows:

1. Name of the Applicant.....
2. Name of Subject/Speciality.....
3. Enrollment Number.....
4. Caste5. Category.....
6. Address for Correspondence.....
.....
..... PIN.....
- Contact: Mobile.....Telephone.....Email.....
7. Ph D Entrance Test Date.....
8. Ph D Entrance Test result date.....
9. Date of Counselling.....
10. Date of Notification Regarding Available Subjects and Guides
11. Name of Recognized Centre:.....
12. Admission Category(Please TICK): As a Regular-Student ☐ Eligible Teacher ☐

13. Educational details

S. No.	Qualification level and Nomenclature	Year of Passing	Name of Institute	University	Marks obtained (%)
1	High School				
2	Higher Secondary(10+2)				
3	UG Degree				
4	PG Degree				
5	Any other				

*Kindly attach attested copies of all relevant documents.

14. Details of Experience in Chronological Order:

S. No.	Subject	Department	Designation	Period (In years)	Total Experience	University approval/ recognition letter
1						
2						
3						
4						
5						

"Kindly attach attested copies of all relevant documents

15. Details of Previous Research Work/Publications (Put in Chronological order):

S.No.	Publication Title	Journal Details (Name, issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

"kindly attach attested copies of all relevant documents

16 Preference for Guide:

S.No.	Name of Available Guide	Preference Number of Guide
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

I declare that the information given above is correct to the best of my knowledge. I will submit one set of attested photo-copy of all required documents along with required originals at the time of Interview before Selection Committee at my cost. I am fully aware that if I offer myself for interview before the committee; this does not give any guaranty of my selection. The rights of selection or denial are reserved with the Committee.

Your sincerely,

Signature

Name of Applicant

Mobile No.....

e-mail.....

Copy to:

The In-charge,
University Doctoral Committee
Departmental research committee

Date
Place

Annexure - III

JNCT Professional University, Bhopal

Self Attested
Photograph**Ph.D COURSE WORK - GRADE SHEET & CERTIFICATE**Name & Address of the Institute/
School of Studies/ Institute where
Ph.D. Course Work is Conducted

Name of the Student	:	
Father's/ Husband's Name	:	
Mother's Name	:	
Enrolment No.	:	
Roll No.	:	
Academic Session	:	
Semester	:	
Examination Month & Year	:	

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits X Grade Point)
	Research Methodology	4			
	Review of Published Research	3			
	Computer Applications	3			
	Title of the Advanced Course	3			
	Comprehensive Viva-Voce	3			
TOTAL		16			
ATTEPT				SGPA	
RESULT		EQUIVALENT PERCENTAGE		DIVISION	

Grade in Repeat Examination

Equivalent Percentage=SGPAx10

This is certified that Mr./Ms /Mrs..... has successfully completed the Ph.D Course Work as per UGC Regulations, 2016 and the Ph D Ordinance of the University

Date of Result:

Coordinator	Head/ Director	Controller of Examinations
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Annexure-IV**Application for Final Registration for PhD Course for Candidates in Academic year 20 - 20**

Faculty.....Subject/Specialty:

Name of the Institute/Laboratory:

PhD Entrance Test Roll no.....Category:.....

Date of Counseling: Date of Admission:.....

Name of the Guide:.....

Admission Category (Please Tick):

As a Regular-Student ☐SAU Teacher ☐

Registration Fee: Rs.....DD No.....

dated Bank & Branch.....

To,

The Registrar,

JNCT Professional University, Bhopal.

Sir/Madam,

I hereby apply for final registration to the PhD Course. I state that I have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

1	Name (In CAPITAL)	
2	Father/Husband Name	
3	Mother's Name:	
4	Date of Birth	
5	Gender (Male/Female)	
6	Nationality	
7	Permanent Address	
8	Present (Local) Address PIN	
9	Contact. Mobile Phone - (0) email.	
10	Category (Please TICK) (attach attested copies of all relevant documents) Gen SC ST OBC	

11. Details of Qualification in Chronological Order (attach attested copies of University degree):

Sl. No.	Qualification level Nomenclature	Name of Board/ Institute	University	Year of Passing	Marks obtained (%)
1	High School				
2	Higher Secondary (10+2)				
3	UG Degree				
4	PG Degree				
5	Any other				

12. Details of Teaching Experience in Chronological Order (attach copy of all relevant documents)

S.No.	Subject	Department	Designation	Period (in Years)	Total Experience
1					
2					
3					
4					
5					

- Total UG Teaching Experience.....Years... ..Months
- Total PG Teaching Experience.....Years... ..Months

13. Details of publication /Research publication in Chronological Order

Sl. NO	Publication Title	Journal Details (Name, No. & Month of Publication)	Indexed In (As per NMC Norms)	Author number First/ Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6				
7.				

- Kindly attach attested copies of all relevant documents.

14. Details of professional experience ,if any (attach necessary certificates):

- (i) Nature of professional experience.....
- (ii) The institute where professional experience was gained.....
- (iii) Period of professional experience.....

15 Name of the Research Guide:Designation Department:

.....Address:.....

Number of students registered under the guide in current Academic Year:.....

Number of all students registered under guide and still not completed PhD:

16 Name of the Co-Guide (if applicable):

Designation.....Department:

Address:.....

17. Title of the Synopsis (Outline of Research):

.....

.....

.....

18. Whether 2 copies of synopsis are attached : Yes/No

19. Whether one-e-copy (CD/DVD) of synopsis is enclosed : Yes/No

20. Whether approval from Departmental Research Committee was : Yes/No
obtained (attach copy of letter)

21. Whether approval from Institution Ethical Committee was obtained : Yes/No

22. Whether candidate is fulfilling eligibility conditions : Yes/No

S.No.	Name of the Documents	Attached Yes/No
1	Copy of P.hd Entrance Test Mark- List	
2	Date of Birth Certificate	
3	Caste Certificate	
4	Migration Certificate	
5	U.G. Degree Certificate	
6	P.G. Degree Certificate	
7	Expenses Certificate	
8	Copy of No Objection Certificate from employer	
9	Copy of Relieving Letter	
10	Copy of Approval letter as a Teacher	
11	State Council Registration Certificate	
12	Copy of Receipt of fees paid at centre	
13	2 Passport size color photographs	
14	Copy of Research Publication	
15	Copy of Report of Institute Research Committee	
16	Copy of Report of E.I.C.	

Undertaking by the Candidate

I, Dr/Mr/Mshereby declare that, all the information given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Philosophy (PhD) prescribed by the JNCT Professional University, Bhopal and I undertake to abide by them. I also undertake to regularly work at the Place of Research and per the recommendation of Research Guide.

Thanking you

Your sincerely,

Date:

Place:

Signature of Applicant

Recommendation of the Guide

I, Dr/Mr/Msallotted Guide for, Dr/Mr/ Ms.hereby certify that the Synopsis/outline of research of Dr/Mr/Ms is prepared under my guidance/supervision and is a genuine work. I recommend the same for further Final Registration. Presently..... students are registered under me for PhD Course under JNCT Professional University, Bhopal.

Place:

Date:.....

Signature

&

Name

Recommendation of the Head of the Department

I am pleased to forward the final draft of Synopsis prepared by, Dr./Mr./Ms.
.....under guidance of Dr./Mr./Ms.....
.....at this institute.

I certify that this final draft is approved by DRC & IEC of this Institute

Place:

Date:

Seal: ,

Signature with stamp of HOD

Recommendation of the Head of the Research Institute

I am pleased to forward the final draft of Synopsis prepared by,
Dr./Mr./Ms..... under guidance of Dr./ Mr / Ms .. at this institute. I

Certify that this final draft is approved by IRC & IEC of this Institute and all the fees for
admission to Ph D Course are paid by the candidate.

Place.....

Date:

Seal:

**Signature with Stamp of Institute
Head of the Research**

Annexure -V**Application for recognition as a Research Guide/ Co-Guide for Ph.D.**

1	Name (in capital letters)	
2	Date of Birth	
3	Date of Retirement	
4	Present Designation	
5	Name of the Department	
6	Institutional address	
7	PIN	
8	Qualification	
9	State Council Registration No.	
10	Address for Communication	
11	Contact Details:- (i) Mobile (ii) Email (iii) Phone : Residence	

12 Details of Qualification in Chronological Order (attach attested copies of all relevant documents)

S. No.	Qualification Level and Nomenclature	Name of Institute	University	Year of Passing	Marks Obtained (%)
1. UG Degree					
2. PG Degree					
3. PG Diploma					
4. DNB					
5. Ph.D.					
6. Any other					

"Kindly attach copies of all relevant documents.

13 Details of Experience in Chronological Order:

S No.	Subject	Department	Designation	Period (in Years)	Total Experience	University Approval/ recognition letter No and Date
1						
2						
3						
4						
5						

*Kindly attach copies of all relevant documents

- i) Total UG Teaching Experience:years.....months
 ii) Total PG Teaching Experience : years..... months
 iii) Total Experience as recognized PhD Guide:..... years Months
 iv) Number of students guided for PhD course:

14 Details of Research Publications (put in Chronological Order):

Sl.No	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				

*Kindly attach attested copies of all relevant documents

15. Whether all Experience Certificate are attached* Yes/No

I declare that the information given above is correct to the best of my knowledge. If the information given above is found to be incorrect my appointment shall be cancelled

Place:

Date-

Signature & Name of Applicant

Annexure-VI**Format for six monthly progress report to be submitted by registered Candidate to University**

To,

The Vice-Chancellor
JNCT Professional University, Bhopal

Through:

The Dean/Principal/Director.....

Subject. Six Monthly Progress Report of Dr./Mr /Ms.....under the
Guidance of Dr.....Academic Year 20--20—

Respected

Sir/Madam,

I, Dr./Mr./Ms..... bearing Entrance
Test Roll No.....Permanent Registration No..... here
by submitting my Six Monthly Progress Report to the University as under-

1. Date of Provisional Registration.....
2. Date of Permanent Registration.....
3. Permanent Registration Number.....
4. Tentative date of completion
5. Name of Subject/Specialty'
6. Name of the Guide-.....
7. Report period From to
8. Report number. First/Second/Third/Fourth/Fifth/Six
9. Date of previous report.....
10. Date of Pre-PhD Seminar (for last report only:

Place:.....

No of participants.. ..

11. Details of Report: (given details in brief, regarding Literary review, pilot work, presentation of papers, publication of paper, details of attended workshops/seminars/conferences- related to research topic, completed clinical work stages, stages of completed laboratorial works, attendance at department/institute, etc
{Please enclose all the related documents)

.....
.....
.....
.....
.....
.....

Date:.....Signature of Applicant

Certificate from Guide

This is to certify that, the above-mentioned work, carried out by Dr/Mr/Ms is carried out under my direct supervision. The overall work and attendance of candidate during the period from.....to.....is satisfactory/unsatisfactory. Hence, forwarded to the University.

Date:.....

Signature and Name of the Guide
Signature, Name and Stamp of the HOD

Satisfactory Performance, hence forwarded to the University

Date

Signature with Stamp of Head

Place:

of Institute/ Dean Principal

Annexure-VII**Format Guidelines for Thesis to be submitted by a Student Registered for PhD Degree under JNCT Professional University, Bhopal.**

1. The candidate, through proper channel, shall submit the thesis after completion of his/her research work and satisfactory Pre-PhD Seminar and after fulfillment of other basic conditions as laid down by the JNCT Professional University, Bhopal, from time to time.
2. These guidelines provide candidate with essential information about how to prepare and submit thesis in a format acceptable to JNCT Professional University, Bhopal.
3. The Thesis should be written in English/Hindi only except where the subject itself is a language and printed preferably in acceptable/recognized font under the following heading:-

1. Title Page
2. Certificates
3. Acknowledgement
4. List of Abbreviation
5. Table of Contents
6. List of Graphs
7. List of Figures
8. Introduction
9. Statement of problem
10. Objectives of the Research
11. Hypothesis
12. Research Methodology
13. Research Design
14. Limitation of the Research
15. Review of Literature
16. Chapterization
17. Results
18. Discussion
19. Summary & conclusion Outcome of the Research
20. References/Bibliography
21. Tables
22. Annexure

4. The written text of the Thesis shall not be less than 150 pages, excluding reference tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8 27" X 11.69") and bound properly. Spiral Binding should not be done
5. Use a standard font size 12 point consistently throughout the thesis for all text. It is permissible to change font size in tables, figures, captions, footnotes and appendix material.
6. Page margins should be a minimum of one half inch from top, bottom, left and right. All pages should have page number centered at the bottom of the page.
7. The Thesis shall include Form A (Declaration by the student and Guide) and certificates by the Guide, Co-guide (if any), Head of the Department and Head of the Institution (Certificate pages supposed to be detachable and to be placed at the end).
8. Four hard copies of THESIS along with two sets of VCD/DVDs and ten sets of SUMMARY REPORT, thus prepared, shall be submitted to the Controller of Examinations, along with prescribed fees, for evaluation.

9. In clinical photographs (if included in the Thesis), the identity of subjects should be concealed. The names of the patients should not be stated in the master chart.
10. Names of individual, institute, teachers, guides, and any other sort of identity should not be disclosed in the Thesis in any form.
11. The first page of the Thesis shall be as under. (this page is supposed to be detachable)
 - (i) Permanent Registration Number:
 - (ii) Name of the Candidate:
 - (iii) Name of Institute:
 - (iv) Name of the Guide:
 - (v) Name of the Co-Guide.
 - (vi) Name of Examination PhD:
 - (vii) Name of Subject/specialty:
 - (viii) Name of Faculty
 - (ix) Admission (Academic Year):
 - (x) Completion Year (Academic Year):
 - (xi) Title of the Thesis
12. The Second page of the Thesis shall be as under:
 1. JNCT Professional University, Bhopal
 2. Name of the Examination: Doctor of Philosophy (PhD)
 3. Name of the Faculty:
 4. Name of the Subject/Specialty:
 5. Admission Year (Academic Year):
 6. Completion Year (Academic Year):
 7. Title of the Thesis:

ANNEXURE-VIII

Layout of Outer cover

TITLE OF THESIS

(Capitals, bold and inverted pyramid form)

NAME

Ph.D. THESIS

Year

(Institute Emblem)

JNCT PROFESSIONAL UNIVERSITY, BHOPAL

Layout of title page

TITLE OF THESIS

(Capitals, bold and inverted pyramid form)

A THESIS PRESENTED BY
(NAME)

TO
JNCT PROFESSIONAL UNIVERSITY,
BHOPAL (MP)

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE
AWARD OF
DOCTOR OF PHILOSOPHY

YEAR

Appendix IX.**Format for declaration by student****CERTIFICATE**

I hereby certify that I had personally carried out the work depicted in the thesis entitled, ".....", except*.....
No part of the thesis has been submitted for the award of any other degree or diploma prior to this date.

Signature

Name of the Candidate

Date

(If external help was sought declare and acknowledge)*

Appendix - X**Format for declaration by Guide**

Name of the guide Division/Department

This is to certify thatin the department/division ofof this Institute has fulfilled the requirements prescribed for the Ph.D degree of the JNCT Professional University, Bhopal (MP)

The thesis entitled, "....." was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

*Clearance was obtained from the Institutional Ethics Committee/ Institutional Animal Ethics for carrying out the study

Signature Date

* As and when applicable.

If an external/ Co-guide was present a similar declaration should be given

Appendix - XI**Format for approval of thesis**

The thesis entitled
Submitted by for the degree of Doctor of
Philosophy of
JNCT PROFESSIONAL UNIVESITY,
BHOPAL (MP)

Is evaluated and approved by

.....

.....Name of the guide.
(Name of thesis examiner)

Appendix - XII**Cover page of synopsis**

TITLE OF THESIS
(Capitals, bold, inverted pyramid form)

SYNOPSIS

by NAME
for Ph.D. Degree of

JNCT PROFESSIONAL UNIVERSITY,
BHOPAL, (MP)

(The typed pages may be stapled and submitted 3 months prior to the submission of thesis. When synopsis forms part of the thesis the cover page need not be included)

Annexure-XIII**Format of required Certificates and Attendance Certificate to be Included in Final thesis by registered Candidate.****Form A****Declaration by the Student and Guide**

I, Dr /Mr./Ms hereby declare
that, my Thesis entitled

..... has been prepared under the supervision and guidance of Dr
..... and that, if at any stage, it is found or reported that the material
quoted/referred in my Final Thesis is copied from any other source/author/researcher and found that I
have indulged in PLAGIARISM, I shall be held solely responsible for such an act and the University shall
withdraw my PhD Degree (even if awarded) or shall not process my Final Thesis for further evaluation
and examination, as the case may be.

Date:.....

Place:.....

Signature & Name of the Student

Counter-signed by the Guide of the Student

Date:.....

Place:.....

Signature & Name of the Student

Annexure - XIV

Form B

Certificate from Guide

This is to certify that, the Thesis entitled

.....

..... has been prepared by Dr/Mr/Ms

..... under my direct Supervision and guidance, in partial fulfillment of the regulations for the award of the degree of Doctor of Philosophy (PhD), in the subject of..... under the faculty of

I have checked his/her work on the subject from time-to-time I am satisfied regarding the authentication of his observations, clinical material and experimentation in this Thesis and it conforms to the Standards of JNCT Professional University, Bhopal. I also certify that his/her attendance at department is at par as prescribed in the norms by the University and it fulfills all other terms and conditions laid down by the University in the concerned Direction/rules. His/her six monthly progress reports are satisfactory in nature and submitted to the University as follows:

1. First Report No.....dated.....
2. Second Report No.....dated.....
3. Third Report No.....dated.....
4. Fourth Report No.....dated.....
5. Fifth Report No.....dated.....
6. Sixth Report No.....dated.....

I have great pleasure of forwarding it to JNCT Professional University, Bhopal.

Date'

Place:

Signature and Name of Guide

Certificate from Co-guide (in any)

This is to certify that, Thesis entitled
.....
.....has been prepared by Dr./Mr /Ms.....
.....under my direct supervision and guidance, in partial fulfillment of the regulations
for the award of the degree of Doctor of Philosophy (PhD) in the subject of.....
.....under the faculty of.....

I have checked his/her work on the subject from time to time. I am satisfied regarding
the authentication of its observations, clinical material and experimentation in this Thesis and
it conforms to the Standards of JNCT Professional University, Bhopal.

I have great pleasure in forwarding it to JNCT Professional University, Bhopal.

Date:

Place:.....

'Signature and Name of Co-guid

Annexure - XV

Form C

Certificate by Head of Recognized Place of Research (on Letter-head)

This is to certify that, the Thesis entitled.

.....

.....

.....has been prepared by Dr/Mr/Ms.....

under the direct supervision and guidance of Dr.....

.....

.....Designation.....

.....Award of the Degree of Doctor of Philosophy (PhD) in the subject of..... under

the faculty ofwe have great pleasure in forwarding it to JNCT

Professional University, Bhopal.

Date:

Seal

Signature Name and stamp
Head of the Research
Center/ Department

Signature, Name and stamp
Principal/Dean/Head of
Center/Department

Annexure - XVI

Form - D

Certificate of Plagiarism Check

(To be inserted in the Thesis)

(a) Name of the Research Candidate:.....

(b) Course of Study.....

(c) Title of the Thesis.

(d) Name of the Guide:

(e) Department Subject:.....

(f) Acceptable Maximum Limit:.....

1. Percentage of Similarity of Contents Identified... ..

2. Software Used:.....

3. Date of Verification.

Signature of the Guide

(Seal)

Signature of the Candidate

Head of the Department

(Seal)

ORDINANCE NO. 13**POST-DOCTORAL FELLOWSHIP**

1. This ordinance shall provide regulation of JNCT Professional University, Bhopal running Post doctoral fellowship program in various subjects/departments of Medicine, Dentistry, Nursing, Physiotherapy, Occupational therapy, Speech and Hearing, Allied health and Paramedical Sciences, Law, Management or Any other Faculty.

2. SHORT TITLE AND COMMENCEMENT:

Keeping in view the explosion of knowledge in modern medicine, the University introduces a series of Post - Doctoral Fellowship in different disciplines (specialty or sub-specialty), wherein suitable candidates will be imparted training in the concerned area. Through this fellowship, we hope to effectively give training to bring about change in the communities through better clinical practice.

The Courses shall be called as "POST - DOCTORAL FELLOWSHIP" of the JNCT Professional University Bhopal, M.P.

The Regulations framed are subject to modification from time to time by the University Academic Board/apex body from time to time.

3. AIMS & OBJECTIVES:

These Post-Doctoral Fellowship aims that the candidate gets exposure in the concerned disciplines with particular emphasis on their clinical skills. The Course is meant to give intensive hands - on clinical training with periodic evaluation by experienced teaching staff of various departments of Medicine, Dentistry, Nursing, Physiotherapy and Occupational therapy, and other courses.

4. DURATION:

The duration of Post Doctoral Fellowship for each specialty has been mentioned in the regulations of the Post Doctoral Fellowship along with the respective courses.

4.1 POST DOCTORAL FELLOWSHIP PROGRAM IN MEDICAL SCIENCES:**Eligibility for Admission;**

- 4.1.1 Candidate who are in possession of recognized postgraduate medical degree MD/MS, OM, M.Ch., DNB recognized by NMC in the concerned

speciality are eligible to join in POST-DOCTORAL FELLOWSHIP IN MEDICAL SCIENCES.

4.1.2 The Post-Doctoral Fellowship offered by this University cannot be equated with M.Ch/D.M.

4.1.3 Candidates who have studied in foreign countries (outside India) and qualified 1n Medical P.G. Diploma in Clinical Courses, FRCS, MRCP, MRCS, FRACS & AB of concerned Specialty are also Eligible to apply for selection process to join in **POST- DOCTORAL FELLOWSHIP IN MEDICAL SCIENCES** upon producing the following Certificates

4.1.3.1 Equivalency Certificate issued by the National Medical Council,, New Delhi

4.1.3.2 Registration Certificate issued by the National Medical Council, New Delhi.

4.1.3.3 Migration Certificate issued from the University from where Post Graduate Degree was obtained.

4.2 List of Post-Doctoral Fellowship Courses in Medical Sciences:

COURSE	ELIGIBILITY	DURATION
1. ANAESTHESIA		
pediatric Anesthesia	M.D / D.N.B (Anaes)	One Year
Pain Medicine	MD./ D.N.B (General Medicine/ Anesthesia / Pediatrics/ Geriatrics/ Radiology) M.D.(Physical Medicine) M.S / D.N.B (General Surgery/ Obst.& Gynae / Ortopaedics / ENT) D.M / D N B (Neurology/ Medical Oncology) M.Ch, (Any Surgical Specialty) or Equipment	Two Year
Cardiac Anesthesia	M.D(Anesthesia) / D.N.B. (Anesthesia)	One Year
Nerve Block and Pain Management	M.D(Anesthesia) / D N.B. (Anesthesia) or Equivalent	One Year
Neuro Anesthesia	M.D(Anesthesia) / D.N.B. (Anesthesia) or Equivalent	One Year
Advanced Clinical Anesthesia & Perioperative Medicine	M.D(Anesthesia)/D.N.B. (Anesthesia) or Equivalent	One Year
2 CARDIOLOGY		
Advanced Echocardiography	MD/DNB (Gen Med & Paediatrics)/DM/DNB (Cardiology)	One Year
Pediatric Cardiology	D.M (Cardio) MD (Paedia) / DNB (Cardio / Paedia)	One Year
Preventive Cardiology	D.M (Cardio) / M.D (Gen.Med)/ DNB (Cardio/ Gen. Med.)	One Year
Clinical Cardiac Electro Physiology	D.M / DNB (Cardio)	One Year

3. CRITICAL CARE		
Critical Care Medicine	MD/DNB Anesthesia/General Medicine/ Pulmonary Medicine/ Emergency Medicine/MS/DNB General Surgery or Equivalent	Two Years
4. COMMUNITY MEDICINE		
Epidemiology and Outcome Research	MD (PSM) or Equivalent	One Year
5. DERMATOLOGY		
Cosmetology	M.D./DNB (Dermatology) M.Ch./DNB (Plastic Surgery) or Equivalent	One Year
Aesthetic Dermatology	MD / DNB (Dermatology) or Equivalent	One Year
Trichology	MD / DNB (Dermatology) or Equivalent	One Year
pediatric Dermatology	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Advanced Medical Dermatology	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Dermatosurgery	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Dermatopathology	MD/DNB Dermatology, Venereology & Leprosy, Skin & VD, Pathology or Equivalent	One Year
6. ENT		
Implantation Otology	M.S / D.N.B (ENT) or Equivalent	One Year
pediatric Oto-rhino laryngology	M.S / D.N.B (ENT) or Equivalent	One Year
Phono Surgery	M.S / D N.B (ENT) or Equivalent	One Year
Rhinology	M.S / D.N.B (ENT) or Equivalent	Two Year
Audio Vestibular Diseases	M.S / D.N.B (ENT) or Equivalent	Two Year
Otology Encompassing Microscopic	M.S / D.N.B (ENT) or Equivalent	
(I) GASTROENTEROLOGY		
7.1 MEDICAL GASTROENTEROLOGY		
Advanced Gastro Intestinal	D,M (Medi.Gastro Endo)/ M,Ch,(Sug Gastro,Endo)/D N,B (Medi, Gastro, Endo,/ Surg. Gastro, Endo,) or Equivalent	

Endoscopy		One Year
Liver Diseases	DM (Hepto /Med,, Gastro, Endo) DNB (Gastro / Hepato) or Equivalent	One Year
Liver Transplant and Hepatobiliary Anesthesia	M,D,(Anesthesia)/D,N,B (Anaes) or Equivalent	One Year
7.2 SURGICAL GASTROENTEROLOGY		
Hepatobiliary Surgery	M.Ch / D,N,B (Surg, Gastro) or Equivalent	One Year
Liver Transplantation	M.Ch / D,N,B (Surg Gastro) or Equivalent	One Year
Esophageal Surgery	M.Ch / D.N.B (Surg.Gastro) or Equivalent	One Year
Colorectal Surgery	M.Ch / D.N.B (Surg. Gastro) M,S, / D,N.B (Gen, Surg) or Equivalent with 2 years of working experience in the department of colorectal Surgery	One Year
8. GENERAL SURGERY		
Minimal Abdominal Access Surgery	MS/DNB(Gen.Surgery) or Equivalent	Two Years
Diabetic Foot Surgery or Podiatry Surgery	MS/DNB (Gen. Surgery) or Equivalent	One Year
Breast & endocrine surgery	MS/D.N,B(Gen.Surgery) or Equivalent	One Year
Colorectal surgery	M,S/D,N,B(Gen.Surgery)or Equivalent	Two Years
Head & Neck Surgery including Microvascular Reconstructive Surgery	M,S / D.N,B (Gen.Surgery)/ ENT or Equivalent	Two Years
Upper GI & Bariatric Surgery	MS /DNB (Gen.Surgery) or M Ch/ DNB General Surgery	Two Years
Phlebology	M.S/D.N.B General Surgery/ MD/ DNB Dermatology/Radiology	One Year
Minimum Invasive Bariatric Metabolic Surgery	M.S / D.N.B (Gen.Surgery) Or M Ch/ DNB General Surgery	One Year
9. HAEMATOLOGY		
Bone Marrow	DM/DNB Clinical Hematology/	

& Stem Cell Transplantation	Medical Oncology or Equivalent	One Year
Clinical Hematology	MD/DNB General Medicine/ Pediatrics/ MD Pathology/ Transfusion Medicine or Equivalent	Two Years
Molecular Hematology	MD/DNB Pathology or Equivalent	Two Years
10. HAPATOLOGY		
Clinical Hepatology	MD/DNB General Medicine /Pediatrics or Equivalent	One Year
11. MEDICINE		
Toxicology	M.D./DNB (Anesthesiology / Emergency Medicine/ Critical Care Medicine/pediatric/ DTCD/ Family Medicine/Gen.Med/Forensic Medicine and Toxicology and Pharmacology) or Equivalent	One Year
Palliative Medicine	M.D. / D.N.B (Gen.Med/ Anaes / Paed / Geriatric)/ M.D.(PMR) or Equivalent	One Year
Emergency Medicine	M.D. / D.N.B (Gen.Med, Anesthesiology, Pulmonary Medicine) M.S. /DNB (Gen.Sur, Orthopedics) or Equivalent	One Year
Diabetology	M.D. / D.N.B (Gen.Med/ Paed / Geriatric) or Equivalent	One Year
Microbial Medicine and Infections Control	MD(Gen.Med / Paed /Geriatric/ Family Medicine) DNB (Gen.Med/ Paed / Geriatric / Family Medicine) or Equivalent	Two Years
Sleep Medicine	M,D, / D,N,B (Gen, Med / Psychia) or Equivalent	One Year
Intensive Care	DM (Cardio) / M.D (Gen,Med) DNB (Cardio/Gen. Med) or Equivalent	One Year
Clinical Genetics	MD/ DNB in any subject, MS/DNB in Obstetrics and Gynaecology or Equivalent	Two Years
Geriatric Medicine	MD/DNB General Medicine/Family Medicine or Equivalent	One Year
Neurocritical Care	MD/DNB General Medicine/ Anesthesia / Pulmonary Medicine/M Ch Neurosurgery/ DM Neurology or Equivalent	One Year
12. NEPHROLOGY		
Interventional Nephrology	DM/DNB Nephrology or Equivalent	6 Months
Renal Transplantation	DM/DNB Nephrology or Equivalent	One Year
13. NEUROLOGY		

pediatric Neurology	MD/DNB Pediatrics or Equivalent	Two Years
14. NEUROSCJENCES		
Neuro Psychiatry	D,M (Neuro)/MD (Psychia) DNB (Neuro/Psychia) or Equivalent	One Year
15. NEUROSURGERY		
Neurosurgery Spine	MCh/DNB Neurosurgery completed within the last 5 year or Equivalent	One Year
pediatric Neurosurgery	MCh/DNB Neurosurgery completed within the last 5 year or Equivalent	One Year
Skull Base Neurosurgery	MCh/DNB Neurosurgery completed within the last 5 year or Equivalent	One Year
16. OBSTETRICS & GYNAECOLOGY		
Reproductive Medicine	M.S / M.D/ D.N.B (Obs & Gynae**)/DGO ** One Year Work experience in Reproductive Medicine Post M.S / M.D./D.N.B (Obs & Gynae) or Equivalent	Two Year
Fetal Medicine	M.S / M.D/ D.N.B (Obs & Gynae**) MD /D.N.B (Radio Diagnosis) **with 6 months of work experience in level 3 ultrasound or Equivalent	Two Year
Endo Gynecology	M.S / M D/ D.N.B (Obs & Gynae) With one year of work experience in Endo Gynecology or Equivalent	One Year
High Risk Pregnancy Care	M.S / M.D / D.N.B (Obs & Gynae) or Equivalent	One Year
Gynaec Oncology	MS/DNB Obstetrics & Gynecology or Equivalent	Two Year
17. OPHTHALMOLOGY		
Vitreo- Retinal Surgery	M.S / D.N.B (Opthal) or Equivalent	One Year
Cornea	M.S / D.N.B (Opthal) or Equivalent	One Year
Oculoplasty	M.S / D.N.B (Opthal) or Equivalent	One Year
Glaucoma	M.S / D.N.B (Opthal) or Equivalent	One Year
Neuro Ophthalmology	M.S / D.N.B (Opthal) or Equivalent	One Year
Comprehensive Ophthalmology	M.S / D.N.B (Opthal) or Equivalent	One Year
UVEA	M.S / D.N.B (Opthal) or Equivalent	One Year

18. ORTHOPAEDICS		
Joint Replacement (Arthroplasty)	M.S / D.N.B (Ortho) or Equivalent	One Year
Orthopedic Spine Surgery	M.S / D.N.B (Ortho) or Equivalent	Two Years
pediatric Orthopaedics	M.S / D.N.B (Ortho) or Equivalent	Two Years
Orthopedic Limb Reconstructive Surgery	M.S / D.N.B (Ortho) or Equivalent	One Year
Arthroscopy	M.S / D.N.B (Ortho) or Equivalent	One Year
Sports Medicine	M.S / D.N.B (Ortho) / M.D / D,N,B (PMR) or Equivalent	One Year
Hand and Reconstructive Microsurgery	M.Ch / D.N.B (Plastic, Surg), M.S, DNB (Ortho) or Equivalent	One Year
19. PAEDIATRICS		
pediatric Nephrology	D.M (Nephro) /MD/ DNB (Paed) or Equivalent	Two Years
Neonatal Intensive Care	M.D / D.N.B (Paed) or Equivalent	One Year
pediatric Emergency Medicine	M.D/D.N.B (Paed) or Equivalent	One Year
pediatric Intensive Care	M.D/D.N.B (Paed) or Equivalent	One Year
pediatric Pulmonology	M.D/D.N.B (Paed) or Equivalent	One Year
pediatric Neurology	D.M / D.N.B (Neuro) / M.D / D.N.B (Paed) or Equivalent	One Year
Paediatric Hepatology	M.D / D.N.B (Paed) or Equivalent	Two Years
Blood and Marrow Transplant (Adult & pediatric)	D M. / D.N.B (Hematology / Medical Oncology/Paed.Hemato Oncology) or Equivalent	One Year
Developmental Pediatrics	MD/DNB Paediatric or Equivalent	Two Years
pediatric Infectious Diseases	MD/DNB Pediatrics or Equivalent	Two Years
Neonatology	MD/DNB Pediatrics or Equivalent	One Year

Pediatric Hemat-Oncology	MD/DNB Pediatrics or Equivalent	Two Years
20, PAEDIATRIC SURGERY		
Pediatric Urology	M.Ch / D.N.B (Paed. Surg) or Equivalent	One Year
Pediatric Thoracic Surgery	M.Ch / D.N.B (Cardiothoracic / Paed Surg) or Equivalent	One Year
Pediatric Surgical Oncology	M.Ch / D.N.B (Onco. Surg / Paed.Surg. or Equivalent	One Year
21. PATHOLOGY		
Cytogenetics	M.D / D N.B (Anatomy/Pack) or Equivalent	Two Years
Cyto — Pathology	M.D / D.N.B (Pathology) — with 2 years Post P.G. experience of which One year work experience in Cyto-Pathology. or equivalent	One Year
22. PSYCHIATRY		
Child & Adolescent Psychiatry	MD / DNB Psychiatry or Equivalent	Two Year
23. RADIOLOGY		
Onco Radiology Diagnostic	M.D / D.N.B (Radio) or Equivalent	One Year
Onco Radiology Therapeutic	M.D / D.N.B (Radio. Therapy) or Equivalent	One Year
Nuclear Medicine	M.D / D.N.B (Radio. Therapy) / DNB (Nuclear Med wine) or Equivalent	One Year
Breast Imaging	M.D / D.N.B (Radio) or Equivalent	One Year
Musculo Skeletal Radiology	M.D / O.N.B (Radio) or Equivalent	Two Years
Neuro & Vascular Interventional Radiology	M.D / D.N.B (Radio. Diag) or Equivalent	Two Years
Cardio Vascular Radiology	M.D / D.N.B (Radio) or Equivalent	One Year
Vascular and Interventional Radiology	M.D / D.N.B (Radio. Diag) or Equivalent	Two Years
Cross Sectional Imaging	MD/DNB Radiology or Equivalent	One Year
Pediatric Radiology	MD/DNB Radiology or Equivalent	One Year
24. RESIRATORY MEDICINE		

Ailergy, Asthma & immunology	MD/DNM Respiratory Medicine /General Medicine / Pediatrics or Equipment	Two Year
Pulmonology	MD/DNM Respiratory Medicine /General Medicine / Pediatrics or Equipment	Two Year
25. RHEUMATOLOGY		
Advanced Arthritis, Rheumatism & Autoimmunity (formerly known as Clinical Immunology & Rheumatology)	MD/DNB General Medicine/ Pediatrics or Equivalent	Two Year
26. ONCOLOGY		
Pediatric Haemato Oncology	D.M. / D.N.B (Oncolo) M.D / DNB (Paed) or Equivalent	Two Years
Gynaec Oncology	M.S / D.N.B (Obs. & Gynae) D M / DNB (Oncology) or Equivalent	Two Years
Onco Pathology	M.D (Patho) / DNB (Oncology) or Equivalent	One Year
27. UROLOGY		
Endo – Urology	M.Ch / DNB (Uro) M.S / DNB (General Surgery) with 3 years of working experience in Endo-Urology. or Equivalent	One Year
28. FAMILY MEDICINE		
Family Medicine	M.D./MS/DNB or Equivalent	One Year

5. POST DOCTORAL FELLOWSHIP PROGRAM IN DENTAL SCIENCES

5.1 Eligibility for Admission.

5.1.1 Candidates who have passed BDS/MDS from a Dental Institute University recognized by Dental Council of India.

5.1.2 Indian students who have studies foreign countries and passed Dental Degree Course are eligible to join Fellowship in Dental implantology provided they produce the following Certificates.

- The Equivalency Certificate issued by the DCI/Government of India
- Registration Certificate issued by the respective State Dental Council.

5.1.3 Foreign nationals who have studied in foreign countries and passed Dental Degree courses are also eligible to join Fellowship in Dental implantology provided they produce the following certificates.

20.3.A.1.1 The Equivalency Certificate issued by the DCI/ Government of India.

20.3.A.1.2 Temporary Registration Certificate issued by the Dental Council of India New Delhi.

5.2 List of Post-Doctoral Fellowship Programs in Dental Sciences:

COURSE	ELIGIBILITY	DURATION
Fellowship Programme in Oralimplantology and Laser Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Programme in Contemporary Endodontic	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Programme in Aesthetic Dentistry & Occlusion	BDS/MDS OR Equivalent from recognized Institute	One Year
Fellowship Programme in Forensic odontology,	BDS/MDS OR Equivalent from recognized institute	One Year
Advanced Fellowship Program in cosmetic surgery.	BDS/MDS OR Equivalent from recognized Institute	One Year
Fellowship Course in Micro dentistry	BDS/IVIDS OR Equivalent from recognized institute	One Year
Fellowship Course in Aesthetic Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Cleft Orthodontics	BDS/MDS OR Equivalent from recognized Institute	One Year
Fellowship Course in Clinical Research	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Comprehensive Cleft Care	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Craniofacial and Orthopedics and Occlusion	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Trauma	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Genetics	BDT/MDS OR Equivalent from Recognized institute	One Year
Fellowship Course in Dental Public Health	BDS/MDS OR Equivalent from Recognized institute	One Year
Fellowship Course in Dental Genetics	BDT/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Public Health	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Rehabilitation under General Anesthesia and Sedation	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Rehabilitation of Pediatric Patients	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Geriatric	BDS/MDS OR Equivalent from recognized institute	One Year

Medicine/Geriatric Dentistry		
Fellowship Course in Imaging in Dentistry	BDS/MD5 OR Equivalent from recognized institute	One Year
Fellowship Course in Lingual Orthodontics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Restorative Pediatric Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year

6 POST DOCTORAL FELLOWSHIP PROGRAM IN NURSING:

This program is designed to prepare registered nurses for advanced nursing fellowships in collaboration with the physician of concerned specialization.

6.1 Eligibility for admission:

6.1.1 Candidate who have passed B.Sc. Nursing/ M.Sc. Nursing from a Nursing Institute / University recognized by Nursing Council of India

6.1.2 Minimum one year of work experience as on 1st September of the said year in any Clinical area in the hospital or in the community.

6.1.3 A certificate of Medical Fitness from an authorized Medical officer.

6.2 List of Fellowship Program in Nursing:

1.

COURSE	ELIGIBILITY	DURATION
Fellowship in Family Nurse Practice	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Hematology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Respiratory Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Pediatric Critical care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Cardiac care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Human Excellence in Health care	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Lactation Nurse Practitioner	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year

Fellowship in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Operation Room Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Orthopedic & Rehabilitation Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Rehabilitation Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year

7. POST DOCTORAL FELLOWSHIP PROGRAM IN PHYSIOTHERAPY:

7.1 Eligibility for Admission:

7.1.1 Candidate who have passed BPT / MPT from a physiotherapy Institute/University recognized by Physiotherapy council of India.

7.1.2 A certificate of Medical fitness from an authorized Medical Officer.

7.2 List of Fellowship Program in Physiotherapy:

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Geriatric Physiotherapy Care	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Intensive Care Physiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Oncology Physiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Orthopedic physiotherapy Manual	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Pediatric Neurophysiology therapy	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Rehabilitation Physiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year

8. POST GRADUATE FELLOWSHIP IN OCCUPATIONAL THERAPY:

1.

8.1 Eligibility for Admission:

8.1.1 Candidate who have passed BOT / MOT from a physiotherapy institute/ University recognized by Academic Council of Occupational Therapy.

8.1.2 A certificate of Medical fitness from an authorized Medical Officer.

2. 8.2 Fellowship programme in Occupational therapy:

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Rehabilitation Occupational Therapy	BOT/M OT or Equivalent	One Year

9. POST GRADUATE FELLOWSHIP IN ALLIED HEALTH AND HEALTH CARE:**9.1 Eligibility for Admission:**

9.1.1 Candidate who have passed MBBS/BAMS/BHMS/BUMS/BPT/BOT from a recognized institute.

9.1.2 A certificate of Medical fitness from an authorized Medical Officer.

9.2 Fellowship programme in Allied Health and Health care:

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Alternative medicine	MBBS/BAMS/BHMS/BUMS /BPT/BOT or equivalent	Two Year Plus 6 month residency.
Fellowship Course in Sustainable development, Environmental Auditing and Environmental Impact Assessment.	Graduate in Science/Medical/Dental/ Nursing or equivalent	Six Month/ One Year

10. FELLOWSHIP IN OTHER FACULTY:

The Criteria of admission, Eligibility, Duration of fellowship in other Faculty will be as per University/Apex body Norms

11. AGE

JNCT Professional University/Bhopal has decided no minimum or maximum age limit fixed for admission into Post-Doctoral Fellowship Programme.

12. ELIGIBILITY CERTIFICATE:

Eligible candidates to pursue selection process form any Post-Doctoral Fellowship listed above shall obtain an "Eligibility Certificate" from JNCT Professional University Bhopal by remitting the prescribed fees along with the application form and required documents. The application form shall be available on University website. Aspiring candidates for JNCT Professional University Bhopal fellowship must check the eligibility criteria before filling the application form. Candidates who fill the application form without fulfilling the eligibility criteria will get their candidature rejected during selection process.

13. SELECTION PROCESS:

1. A written Examination based on MCQs in respective discipline (Total marks 80) will be conducted for eligible candidates. The exact date, time & place will be intimated in due course of time through University website.
2. Candidates who secure 50% or more in written examination will be eligible for consideration for interview.
3. Interview will be held on date announced on University website. Interview will carry 20 marks to be based on clinical evaluation/Laboratory testing. There is no cut off marks for the interview.
4. Eligible candidates have to attend the written exam followed by an interview & score good marks in order to get shortlisted.
5. The merit list of all shortlisted candidates for all the fellowship shall be prepared on the basis of combined marks of written test & interview.

14. MIGRATION CERTIFICATE:

Candidates who have obtained P.G. degree from any recognized University, within India, but outside the state of Madhya Pradesh will have to produce Migration Certificate from their qualifying University. No Objection Certificate issued by the National Board of Examinations, New Delhi is equivalent to Migration Certificate.

15. REGULATION OF THE UNIVERSITY FOR BREAK OF STUDY INTO POST-

- 15.1 Definition - "Break of study" means any absence for more than three months during the course of study. Three months for this purpose is a period of 90 days (Ninety days), to be recorded from the day one of absence irrespective of the number of days in one calendar month.
- 15.2 The Break of Study for a period of less than 90 days can be condoned by the Course Director and the Break of Study for a period of more than 90 days and less than one year has to be condoned by the University authorities.
- 15.3 Re-admission of the Break of Study- The Regulation for Re-admission are as per the University's Regulation for Re-admission.
- 15.4 The candidates having break period in the One year pre-training shall complete the balance period of training before starting the 2nd year of study in the Post-Doctoral Fellowship Programme (in case where duration of fellowship courses is two years).

16. NUMBER OF EXAMINATION ATTEMPS FOR POST DOCTORAL FELLOWSHIP COURSE:

The candidates of Post-Doctoral Fellowship Courses (1year duration) shall be allowed for a maximum of three attempts within a periods of Mo years including the first appearance.

The candidates of Post-Doctoral Fellowship Courses (2 Years duration) shall be allowed for a maximum of five attempts with a period of 4 years including the first appearance.

17. ADMISSION:

The admission for the Post-Doctoral Fellowship Programme is twice in a year (i.e) 1st January and 1st July.

- Admission up to 31st January - 28th February is the last date for Registration.
- Admission up to 31st July - 31st August is the last date for Registration.

18. COMMENCEMENT OF THE COURSE:

The one/two years Post-Doctoral Fellowship Programme will commence on 1st January & 1st July of every year and the candidates are expected to get registered with this University within 30 days of their selection / admission by the Affiliated Institutions (i.e. 28th February & 31st August)

19. CURRICULUM:

The Regulation, Guidelines, Curriculum and the Syllabus for the Post- Doctoral Fellowship Programme prescribed in these regulations are subjected to modification by the Standing Academic Board/apex body from time to time.

20. REGISTRATION:

A Candidate admitted into POST DOCTORAL FELLOWSHIP PROGRAMME under any one of the listed fellowships of this University shall register his/her name with this University by submitting the prescribed application form for registration duly filled in, along with the prescribed fee and declaration in the format to the Controller of Examination of this University through the affiliated institution within 30 days from the cut-off date prescribed for admission. The application should have the date of admission into the course.

21. SCHEME OF EXAMINATION:

Commencement of examination for the Post-Doctoral Fellowship Programme is on any day within the calendar month of January /July. The examination will be conducted with one internal examiner i.e. the course director who is the Convener of the examination and two external Examiners of which One from Madhya Pradesh & One from Outside state. The maximum age limit for the examiner is 70 years.

There is **No Theory** examination for the Post-Doctoral Fellowship Programme. The Institution must have periodical assessment on the performance of the students by maintaining a log book.

22. ATTENDANCE:

90% attendance is mandatory to become eligible to appear for the examination and will be certified by the Course Director.

23. MINIMUM/MAXIMUM MARKS FOR PRACTICAL/CLINICAL/ORAL & INTERNAL ASSESSMENT:

The Examination Pattern is as follows:

Exam	Maximum	Minimum
Practical Exam	100	50
Orals / Viva	100	50
Internal Assessment	100	50
Log Book	50	25

The log book will be assessed by examiners during the Clinical Examination. Paper Publication is mandatory and 25% of 1A is for this.

24. EXAMINATION:

- (M. There is No Theory Examination. Only Clinical Examination & Viva will be conducted.
- (N. A candidate who undergoes the Post-Doctoral Fellowship Programme shall satisfy the required eligibility criteria to appear for the Examination.
- (O. Minimum 10 and Maximum 20 OSCE Stations will be given for examination (Objective Structured Clinical Examination).
- (P. Internal Assessment marks and attendance are to be submitted to the University one month before the Examination.
- (Q. The pattern of examination may vary from time to time as per UGC guidelines /apex body.

25. STIPEND:

The University will not give any stipend to the candidates admitted for Post-Doctoral Fellowship Courses

26. LOGBOOK:

The Log Book shall be verified by the Course Director periodically and should be submitted to the examiners at the time of practical examination for evaluation and only the marks to be sent to the University for result processing.

27. PAPER PUBLICATION:

It is mandatory for Candidates to publish a paper in indexed Journal during their fellowship course as prescribed by University and it carries 25% of marks in the internal assessment.

28. PROGRAMME DIRECTOR:

Each specialty fellowship program shall have a program director with prescribed work & teaching experience. The Programme Director should be responsible to monitor the following Academic activities.

- | | |
|---------------------------------|---------------------|
| > Journal Club | |
| > C.M,E Programme | |
| > Internal Assessment | |
| > Hands on Training | |
| > Knowledge about complications | |
| > Regular academic sessions | 2 sessions per week |
| > Case discussions | One per week |
| > Seminars | One per month |
| > Audit | One per month |
| > CME | One per year |
| > Workshop | Two per year |

The University website shall provide a contact list of program directors for all the post-doctoral fellowship as per rules of UGC/apex body.

29. LEAVES:

There's no Leaves for the students of Post-Doctoral Fellowship Programme. In addition the institution may conduct other fellowship courses of other Apex bodies.

Note: University may start other fellowship programmes for various other faculties after taking due approval of academic council on recommendation of respective boards.

Ordinance No. 14**Ordinance for three/four year Undergraduate (CBCS Semester Mode) on the courses of BA/B.Com./B.Sc./BBA/BCA**

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on the courses of Bachelor of Arts (B.A), Bachelor of Commerce (B.Com.), Bachelor of Science (B.Sc.), Bachelor of Business Administration (BBA), Bachelor of Computer Application (BCA).
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/ Research) under graduate programmes such as Bachelor of Arts (B.A), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by JNCT Professional University, Bhopal.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for Admission in its institutions. Ordinance No. 02 “ **Admission, Enrollment and Migration**” of first Ordinances of JNCT Professional University, Bhopal can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognized by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrollment in a programme shall be restricted to these at allotted by the University.
7. The intake capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session as notified for the purpose.

8. Depending upon the academic and physical facilities available, the University may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year** of a first-degree programme, if the students has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
 - i. Disciplinary/Interdisciplinary Major(Core Course + DSE) (64 credits)
 - ii. Disciplinary/Interdisciplinary Major(32 Credits)
 - iii. Generic Elective (16 credits)
 - iv. Skill Enhancement Course/Vocational Course (12 Credits)
 - v. Ability Enhancement Courses(08 Credits)
 - vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For BBA/BCA/B.Sc./and similar programmes, a group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and credit requirements are given in Table1. The **entry and exit options** for students, who enter the undergraduate programme, are as follows:

1stYear (First & Second Semester –Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/ University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an **Undergraduate certificate in the programme of her/his Major Subject**. If he/she wants to exit, he/she can exit the programme with **Undergraduate certificate** in hand.

2nd Year (Third & Fourth Semester –Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an **Undergraduate Diploma in the programme of her/his Major Subject**. If he/she wants to exit, he/she can exit the programme with **Undergraduate Diploma** in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If a student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the **Undergraduate Degree in the programme of her/his Major Subject**. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an **Undergraduate Degree (Honours./Research) in the programme of her/his Major Subject**. A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme.(Programme duration: one year or two semesters of the undergraduate programme)	40

Level 6	Undergraduate Diploma (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme. (Programme duration: first two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honors/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semester scheme - Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
 - Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.
10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honors'/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honors/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

"AECC" courses are the courses based upon the content that leads to Knowledge enhancement such as,

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases; it will be the students responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:

Bachelor with Honors/Research

A student shall be declared to have successfully completed the seventh semester with honors, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in Research Methodology, 4 credits in discipline specific electiye (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8) :**Bachelor with Honors/Research**

A student shall be declared to have successfully completed the eighth semester with honors, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project. The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination.

12.10 A student may change the generic elective subject in each year of the 3-year under graduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

Main (as per prerequisite)				Faculty		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)		
Subject I			Subject II		Subject III								
Level	Semester	Major	Core	DSE								Minor	
Level 5	1	1 (6 Credits)			1 (6 Credits)	1 (4 Credits)	Vocational Course	1 (4 Credits)	# Inter / Intra Faculty	6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty		
	2	1 (6 Credits)			1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 6	3	1 (6 Credits)			1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty		
	4	1 (6 Credits)			1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 7	5	1 (6 Credits)	1 (4 Credits)					1 (4 Credits)	Field project/internship/apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty		
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)						Field project/internship/apprenticeship (6 Credits)	6+4+4+6=20			
Level 8	7	1 (6 Credits)	1 (4 Credits)		1 Research Methodology (4 Credits)				Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty		
	8	1 (6 Credits)			1 (4 Credits)				Field project / internship Apprenticeship or Project (10 Credits)	6+4+10=20	Bachelor Degree (Research) in Main faculty		
Total		48 Credits		16 Credits		32 Credits		16 Credits		12 Credits	8 Credits	28 Credits	160 Credits

13. Choice to select the MOOC Course:

- a. The University can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the University but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

15.1 Examination will be conducted as per Ordinances 5 & 6 of JNCT Professional University Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE (Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC (Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.

15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks. Each of these, two must be written tests and the third may be written test

Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab grade in that course.

15.3 University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

15.5 The grading will be made on 10 point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

15.6 In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

15.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

15.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

15.10 On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.

15.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.

15.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.

15.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.

15.14 Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/ SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/ Apprenticeship/Community engagement and service/ Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (Si) = \frac{(C1G1 + C2G2 + C3G3 + \dots)}{C1 + C2 + C3 \dots \dots}$$

Where Si is the ith year, Ci is the number of credits of the ith course in the semester (Si) and Gi is the grade point scored by the student in the ith course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 =7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [Ci \times SGPA(Si)]}{\sum Ci}$$

Where SGPA (Si) is the SGPA of the i^{th} year and Ci is the total number of credits in the i^{th} semester.

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA= Total(Credits× SGPA)/Total Credits CGPA= 1229.60/160 = 7.685≈7.69 (round off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = CGPA \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable.

If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

ORDINANCE NO. 15
BACHELOR OF PHYSICAL EDUCATION & SPORTS (B.P.E.S.)
3 - YEARS UNDER GRADUATE DEGREE PROGRAMME

- 1) **Title of the Degree – Bachelor of Physical Education (B.P.E.S.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
 - 3.1) **3 - Years Bachelor of Physical Education & Sports (B.P.E.S.)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
 - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
 - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

Candidate who have passed duly recognized following examination:-

 - i) 10+2 pass from any recognized board with minimum pass marks as prescribed by concerned regulatory authority/council would be mandatory for admission in the program.
 - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
 - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
 - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) Course/Specialization Distribution–

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) Number of Seats–

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) Duration & Commencement –

- i. Scheduled period for the completion of **B.P.E.S. Program is 3 year.**
- ii. Maximum duration of Program completion is **6 years.**
- iii. Each academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

9) Course Structure –

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

11) Medium of Instruction–

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

12) Attendance–

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% in both theory and practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable because it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

13) Examination–

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

14) Eligibility for Degree –Eligibility for Award of the B.P.E.S. Degree-

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

15) General Instruction—

- i. The admission to the **B.P.E.S.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Education / School of Physical Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Three years Degree in Physical Education & Sports**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE NO. 16
MASTER OF PHYSICAL EDUCATION AND SPORTS (MPES)

1.0 Degree Title :- Master of Physical Education and Sports (MPES)

2.0 Duration of the Course :- 2 Years (4 Semesters)

3.0 Minimum Eligibility :- Candidate who have passed

- B.P. Ed. with at least 45% marks
OR
 - BPES with at least 45 % marks
OR
 - B.Sc. (Health & Physical Education) with at least 45% marks.
OR
 - BPE with at least 45% marks
OR
 - Any University examination in India or in any foreign country recognized as equivalent to Graduation in relevant field with at least 45 % marks.
- AND
- The relaxation in the percentage of marks in the qualifying examination and in the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable.

4.0 Admission Procedure: -

On merit, on the basis of the qualifying examination/ Entrance examination following norms of the concerned regulatory body (UGC) and approved by admission Board of University.

The Reservation of SC, ST, OBC and physically handicapped shall be as per rules of State/Central Govt. and Regulatory Body.

5.0 Number of Seat: -

It will be decided by the University from time to time, as per the norms laid down by concerned Apex Regulatory Body, if any.

6.0 Examination: -

Examination will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of the examinations, promotion to subsequent semesters and course of the studies shall be as per the recommendations of the concerned Board of studies with due approval of Academic Council, for matters not covered in this ordinance, general rules and regulations shall be application. For all other matters, the

decision of the Board of Management shall be binding. The mode of examination will be Hindi or English only.

7.0 Eligibility for Degree :-

Eligibility for Award of the Master of Physical Education and Sports (MPES)

A student shall be declared to be eligible for award of the degree of Master of Physical education and Sports if he/she has.

- a) Registered and successfully completed all the score courses and projects within maximum period of four years from the date of registration (Admission).
- b) Successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/her study within the stipulated time.
- c) Earned the specified credits in all the categories of subjects.
- d) Secured a CGPA of S.O.
- e) No Dues to the University, Hostels, Libraries, NCC/ NSO/Sports etc.
And
- f) No disciplinary action is pending against him/her.

8.0 Attendance Requirement: -

A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

9.0 General Instructions and Provision: -

For matters not covered in this specific ordinance general rules and regulation of JNCT Professional University, Bhopal regarding specific courses is applicable. In other matters Board of Management of University shall be competent to take any decision.

- 10.0** Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO. 17**Ordinance for three/four years Bachelor Degree in Hotel Management and Catering Technology & Bachelor Degree in Hotel Management**

- 1. Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
- 2. Faculty Name:** Hotel Management
- 3. Course Name:**
 - a) Bachelor In Hotel Management and Catering Technology (BHMCT)
 - b) Bachelor of Hotel Management (BHM)
- 4. Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.
- 5. Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
- 6. Admission Procedure:** Candidate seeking admission in BHMCT courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
- 7. Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
- 8. Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)

(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.

9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 1)

Entry-1: The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 2)

Entry-2: The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 3)

Entry-3: The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

4th year (Seventh & Eight Semester-Level 4-Optional)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

11. **Medium of instruction:** The Medium of Instruction during the Examination shall be English.
12. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it

shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

13. Credit System: - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- i. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
 - ii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.
14. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.
- i. First division with honour's, where student score 75% or more marks.
 - ii. First division, where student score 60% or more marks.
 - iii. Second division, where students score 50% above but less than 60% marks.
 - iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.
15. **Types of Courses:** Course are the basic units of education and/or training. types of course shall be as follow.
- i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
 - ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
 - iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.
16. **Ability Enhancement Course. (AEC)**
- The Ability Enhancement Course (AEC) are of two types
 - Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.
17. **Syllabus.:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

18. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, Bhopal regarding specific courses shall be applicable.
- iv. In other matters Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, hybrid learning, face-to-face, through webinar etc.
- vi. (As per the "Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 18**THREE/FOUR YEARS UNDERGRADUATE PROGRAMS**

1. **Title of the Award** : Bachelor of Fine Arts (B.F.A.)
2. **Name of Faculty** : Faculty of Arts and Design
3. **Course Name** : Bachelor of Fine Arts (B.F.A.)

4. Eligibility for Admission

Candidates who have passed duly recognized following examination: -

Final examination of the 10+2 system from any recognized central board, such as Central Board of Secondary Education, New Delhi, Council for Indian School Certificate Examination, or any State board such as M.P. Board of Secondary Education or Others

Or

- i. H.S.C Vocational Examination from any recognized Central/State Board

Or

- ii. Senior Secondary School Examination Conducted by the National/any state open schooling with a minimum five subjects of relevant and required field

Or

- iii. Any Public School/Board/University examination in India or any foreign country recognized as equivalent to 10+2.

Or

- iv. General Certification Education (GCE) examination (London/Cambridge/Sri Lanka) at the advanced level (A)

Or

- v. Any other equivalent examination to 10+2 by the Central/State Government

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or private candidate can also apply for admission on a provisional basis, subject to the condition that the candidate must pass the qualifying examination with the required percentage of marks or equivalent grade.

5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

6. **Admission Procedure: Eligibility for Admission:** Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Criteria for Selection**
The selection of the candidate will be based on the criteria recommended by Admission Committee and approved by the Academic Council.
8. **Intake**
The number of seats will be decided from time to time by the Academic Council or as per the guideline of concerned regulatory authorities and other statutory bodies as and where applicable.
9. **Branch Distribution:**
Admission to the particular branch shall be decided by the University on the basis of Counseling / personal interview.
10. **Academic Session:**
There shall be one/two academic cycles for these courses every year like Summer (July) & Winter (January) as decided by the University.
11. **Fee Structure, Examination, Assessment System, and Promotion System,** shall be as per the other ordinances of JNCT Professional University.
12. **Duration of Program:**
The minimum duration for the completion of the Bachelor of Fine Arts (B.F.A.) program is three (3) years comprise of six (6) semesters, each semester shall be spread over not less than ninety (90) teaching days other than under exceptional circumstances. The maximum duration is five (5) years comprise of ten (10) semesters.
13. **Types of Courses:** Courses are the basic units of education and/or training. Types of course shall be as follow:
 - i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
 - ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
 - iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

iv. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

14. Credit Requirement:

The minimum credit requirement for B.F.A. Degree is 120 credits.

15. Course Structure:

The course structure for B.F.A. shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University and approved by Academic Council.

The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

16. Medium of Instruction:

The medium of instruction shall be English & Hindi.

17. Examination:

- i. The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.
- ii. The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.
- iii. All the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance-4 shall be applicable in the current ordinance.

18. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

19. Eligibility for Award of B.F.A. Degree: A student shall be declared to be eligible for the award of the B.F.A. degree if he/she has:

- i. Registered and successfully completed all the core courses, and practical/labs classes, including seminars, workshops, presentations, group discussions, field visits, industrial training, summer training, educational tours, project work or other assignments as applicable.
- ii. Successfully acquired the minimum required credit as specified in the regulation corresponding to the branch of his/her study within the stipulated time wherever applicable.
- iii. Earned the specified credits in all categories of subjects if applicable.
- iv. Secured the minimum CGPA of 4 or 40% in aggregate overall.
- v. No Dues to the University, Hostel Libraries, NCC/NSS etc and
- vi. No disciplinary action is pending against him/her.

20. General Instructions and Provisions

- i. As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020).
- ii. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC or relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iv. For matters not covered in this specific ordinance, general rules and regulations of JNCT Professional University regarding specific courses are applicable. In other matters, the Board of Management of JNCT Professional University shall be competent to take any decision.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of the latest innovative technologies like online, hybrid learning, blended learning, e-learning, face-to-face, webinar etc.
- vi. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 19
TWO-YEAR POSTGRADUATE PROGRAMS

1. Title of the Award : Master of Fine Arts (MFA)
2. Name of Faculty : Faculty of Arts and Design
3. Course Name : Master of Fine Arts (MFA)
4. **Eligibility for Admission**
 - i. The students who have passed bachelor's degree in design/fine arts or in any stream or equivalent examination from recognized university will be eligible to take admission and/or;
 - ii. Any other eligibility criteria as decided by the Academic Council, Admission Committee and concerned Regulatory Authorities.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** **Eligibility for Admission:** Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Criteria for Selection**

The selection of the candidate will be based on the criteria approved by the Academic Council/Admission Committee.
8. **Number of Seats/Intake**

The number of seats will be decided from time to time by the Academic Council or as per the guideline of concern regulatory authorities and other statutory bodies as and where applicable.
9. **Branch Distribution:**

Admission to the particular branch shall be decided by the University on the basis of Counseling / personal interview.
10. **Academic Session:**

There shall be one/two academic cycle for these courses every year like Summer (July) & Winter (January) as decided by the University.

11. **Fee Structure, Examination, Assessment System, Promotion System,** shall be as per the other ordinances of the JNCT Professional University, Bhopal.
12. **Duration of Program:**
The minimum duration for the completion of M.F.A. program is two (2) years comprise of six (4) semesters, each semester shall be spread over not less than ninety (90) teaching days other than under exceptional circumstances. The maximum duration is four (4) years comprise of Eight (8) semesters.
13. **Types of Courses:** Courses are the basic units of education and/or training. Types of the course shall be as follow:
 - i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
 - ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
 - iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.
 - iv. **Ability Enhancement Course. (AEC)**
 - The Ability Enhancement Course (AEC) are of two types
 - Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.
14. **Credit Requirement:**
The minimum credit requirement for M.F.A. Degree is 80 credits.
15. **Course Structure:**
The course structure for M.F.A. shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University and approved by Academic Council.

The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.
16. **Medium of Instruction:**
The medium of instruction shall be English & Hindi.
17. **Examination:**
 - i. The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.
 - ii. The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

- iii. All the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance-4 shall be applicable in the current ordinance.

18. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

19. Eligibility for Award of M.F.A. Degree: A student shall be declared to be eligible for the award of B.F.A. degree if he/she has:

- i. Registered and successfully completed all the core courses, practical/labs classes, including seminar, Workshops, Presentations, Group Discussion, Field Visit, Industrial Training, Summer Training, Educational Tour, Project Work or other assignment as applicable.
- ii. Successfully acquired the minimum required credit as specified in the regulation corresponding to the branch of his/her study within the stipulated time wherever applicable.
- iii. Earned the specified credits in the all categories of subjects if applicable
- iv. Secured the minimum CGPA 4 or 40% in aggregate overall.
- v. No Dues to the University, Hostel Libraries, NCC/NSS etc and;
- vi. No disciplinary action is pending against him/her.

20. General Instructions and Provisions

- i. As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020).
- ii. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC or relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iv. For matters not covered in this specific ordinance, general rules and regulations of JNCT Professional University, Bhopal regarding specific courses are applicable. In other matters, the Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, hybrid learning, blended learning, e-learning, face-to-face, through webinar etc.
- vi. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 20**Ordinance for three/four years Undergraduate Degree In Journalism & Mass Communication (BA JMC)**

1. **Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Journalism & Mass Communication
3. **Course Name:** Bachelor of Arts in Journalism & Mass Communication (BA JMC)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in Any stream.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Candidate seeking admission in Bachelor of Journalism & Mass Communication (BJMC)courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Boardequivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)
 - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.

9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 1)

Entry-1: The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 2)

Entry-2: The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 3)

Entry-3: The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree

of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

4th year (Seventh & Eight Semester-Level 4-Optional)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

(i) Medium of instruction: The Medium of Instruction during the Examination shall be English.

(ii) Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

11. **Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)

- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

12. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project

work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- i. First division with honour's, where student score 75% or more marks.
- ii. First division, where student score 60% or more marks.
- iii. Second division, where students score 50% above but less than 60% marks.
- iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

13. Types of Courses: Course are the basic units of education and/or training. types of course shall be as follow.

- i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
- iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

14. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

15. Syllabus.: The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

16. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.

- iii. For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of JNCT Professional University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, elearning, face-to-face, through webinar etc.
- vi. As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020.
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 21
MASTER OF ARTS IN JOURNALISM & MASS COMMUNICATION (MAJMC)
2 YEARS PG COURSE

This Ordinance shall be applicable to candidates admitted for Master of Arts in Journalism & Mass Communication (MA:JMC) degree.

1. The course for the degree in Master of Arts in Journalism & Mass Communication spread over two academic year or 4 semester and examination shall consist of two parts:
 - (a) The previous examination, at the end of first year and
 - (b) The final examination, at the end of second year
 - 1.1 NAME OF STATUTORY /REGULATORY BODY: - UGC
 - 1.2 FEES:-The fees for each courses shall be decided by board of management of University the of sets in each course will be as per norms.
 - 1.3 NUMBER OF SEATS :- Number of seats shells be as per course approval by competent Authority.
 - 1.4 CANCELLATION OF ADMISSION :-
In case of Producing false documents and non-payment of the fees, the admission will be cancelled.
2. A candidate who, after having passed the final examination for any graduate degree from this University or in a Statutory University in India, has completed a regular course/ study in the teaching department of the University or in a college affiliated to the University, in the in which he offers himself for examination, for one year, shall be admitted to the previous examination fess degree of Master of Arts in Journalism and Mass Communication.
3. (a) A candidate after passing the MA:JMC previous examination of the University has completed a regular course of study for one academic year in a teaching department of the University, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of Master of Arts in Journalism & Mass Communication.
 (b) A candidate who has passed the previous examination for the degree of Master of Arts in Journalism & Mass Communication of another University may also be admitted to the final examination for the degree of Master of Arts in Journalism & Mass Communication after obtaining necessary permission from the Vice-Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this University and has attended a regular course of study for one academic year in a teaching department of the University.

4. Besides regular students and ex-students and subjects to their compliance with this Ordinance, non-collegiate candidates shall be eligible for admission to the examination as per provisions of the Ordinance related matter and provided that if they fulfill other conditions of Ordinances.
5.
 - a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the board of studies and the faculty of Media Communication from time to time and printed in the prospectus for the examination or published by notification.
 - b) The examination shall be conducted by means of written papers, in both previous and in final examination there.
6. The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.
7. In order to be successful at any of the previous and final examination an examinee must obtain at least:-
 - (i) 36% of marks in each of the theory papers separately.
 - (ii) 45% of marks in the total of all theory papers taken together.
8.
 - (a) Examinees of the previous examination obtaining mark not less.
 - (b) Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:
 - (i) Those obtaining 45% or more but less than 50% marks in the aggregate Third Division.
 - (ii) Those obtaining 50% or more but less than 60% of marks in the aggregate Second Division.
 - (iii) Those obtaining 60% or more marks in the aggregate First Division.
 - (c) In the case of a candidate permitted to appear, after having passed the previous examination of another University, at the final examination of the University, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the University, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.
9.
 - (a) A regular candidate of a college or of a teaching department of the University, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafide reason to appear there to may reappear at subsequently as an ex-student in accordance with the provision and on fulfillment and the conditions of Ordinance and regulations.
 - (b) An ex-student candidate for any of the examination shall offer the same papers which he/she had previously offered as a regular candidate unless on account

of case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.

10. (a) Regular students undergoing regular course of studies in an affiliated college or a teaching department of the University, who have obtained not less than 60% marks MA:JMC. In (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.

(b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him/her by the Head Department in the college or the University Teaching Department.

(c) A regular student who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the College or the Head of the Department concerned, three printed or typed copies of it duly countersigned by the Supervisor so as to reach the Registrar by a date preceding by three the date of commencement of the writer examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.

(d) An ex-student candidate for the final examination who was, a regular candidate from a college or a teaching department. Permitted, under the provisions of sub Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the Head of the School/Department of the College of which he/she was regular student to submit either a revised dissertation on the same topic on which work was done previously or a dissertation on a fresh topic assigned by the faculty in consultation with the Head of the School/Department in the college.

Provided (i) that the candidate shall apply for such permission to the Registrar, through the Head/Director of the School/College concerned at least three months before the date commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the candidate of foregoing sub paragraphs (b) and (c).

11. A candidate who has passed the MA:JMC examination of the University may on submission of an application on prescribed form together with necessary fees be allowed subject to the provisions of Ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.

Provided that a candidate who has been granted permission for re-appearing at the examination may be treated, if he/she had been in the first instance, a regular student of a college or department ex-student candidate for the purpose of exemption from attending a regular course of a studies again in the college or department or production of a residence certificate.

12. The Board of Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.

13. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order or marks.
14. The other rules & regulation for MA:JMC degree & examination etc. will be as per Ordinance of University for this purpose from time to time or as per approval of board of Management the University for this Course.
15. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
16. The MA:JMC course will have specialization in Marketing Communication and any other specialization will be decided by the Board of Studies with the approval of Academic Council.

ORDINANCE NO - 22
THREE / FOUR YEARS UNDERGRADUATE PROGRAMS

- | | | |
|----|--------------------|-----------------------------------------------------------|
| 1. | Title of the Award | : Bachelor of Design (B. Des.) |
| 2. | Name of Faculty | : Faculty of Arts and Design |
| 3. | Program Name | : B. Design in Fashion Technology and
Accessory Design |

4. Eligibility for Admission

Candidates who have passed duly recognized following examination: -

Final examination of the 10+2 system from any recognized central board, such as Central Board of Secondary Education, New Delhi, Council for Indian School Certificate Examination, or any State board such as M.P. Board of Secondary Education or others

Or

- i. H.S.C Vocational Examination from any recognized Central/State Board

Or

- ii. Senior Secondary School Examination Conducted by the National/any state open schooling with a minimum five subjects of relevant and required field

Or

- iii. Any Public School/Board/University examination in India or any foreign country recognized as equivalent to 10+2.

Or

- iv. General Certification Education (GCE) examination (London/Cambridge/Sri Lanka) at the advanced level (A)

or

- v. Any other equivalent examination to 10+2 by the Central/State Government

Note: Candidates who is appearing or has appeared for any qualifying examination during the current academic session as a regular or private candidate can also apply for admission on a provisional basis, subject to the condition that the candidate must pass the qualifying examination with the required percentage of marks or equivalent grade.

- 5. Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

6. **Admission Procedure: Eligibility for Admission:** Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Criteria for Selection**
The selection of the candidate shall be based on the criteria recommended by the admission committee and approved by the Academic Council.
8. **Number of Seats/Intake**
The number of seats shall be decided from time to time by the Academic Council or as per the guideline of concerned regulatory authorities and other statutory bodies as and where applicable.
9. **Branch Distribution:**
Admission to the particular branch shall be decided by the University on the basis of Counseling / personal interview.
10. **Academic Session:**
There shall be one/two academic cycles for these courses every year like Summer (July) & Winter (January) as decided by the University.
11. **Fee Structure, Examination, Assessment System, and Promotion System,** shall be as per the other ordinances of JNCT Professional University, Bhopal
12. **Duration of Program:**
The minimum duration to complete B. Design is four (4) years comprise of four Years (8) semesters, each semester shall be spread over not less than ninety (90) teaching days other than under exceptional circumstances and the maximum duration of the B Design is six (6) years comprise of twelve (12) semesters.
13. **Types of Courses:** Courses are the basic units of education and/or training. The types of the course shall be as follow.
 - i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
 - ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project

iii. Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

iv. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

14. Credit Requirement:

The minimum credit requirement for B. Design Degree is 160 credits.

15. Course Structure/Curriculum:

The course structure of B. Des. shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University and approved by Academic Council.

The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

16. Medium of Instruction: The medium of instruction shall be English & Hindi.

17. Examination:

- i. The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.
- ii. The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.
- iii. All the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance-4 shall be applicable in the current ordinance.

18. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

19. Eligibility for Award of B. Des. Degree: A student shall be declared to be eligible for the award of B. Des. degree if he/she has:

- i. Registered and successfully completed all the core courses, and practical/labs classes, including seminars, Workshops, Presentations, Group Discussions, Field visits, Industrial Training, Summer Training, Educational tours, Project Work or other assignment as applicable.
- ii. Successfully acquired the minimum required credit as specified in the regulation corresponding to the branch of his/her study within the stipulated time wherever applicable.
- iii. Earned the specified credits in all categories of subjects if applicable.
- iv. Secured the minimum CGPA of 4 or 40% in aggregate overall.

- v. No Dues to the University, Hostel Libraries, NCC/NSS etc and;
- vi. No disciplinary action is pending against him/her.

20. General Instructions and Provisions

- i. As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)
- ii. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC or relevant regulatory body or any other competent authority of the Govt. of India / State Government as amended from time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant regulatory body or any other competent authority of the Govt. of India / State Government as amended from time to time.
- iv. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of the latest innovative technologies like online, hybrid learning, blended learning, e-learning, face-to-face, webinar etc.
- v. For matters not covered in this specific ordinance, general rules and regulations of JNCT Professional University regarding specific courses are applicable. In other matters, the Board of Management of JNCT Professional University shall be competent to take any decision.
- vi. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 23
TWO YEAR POSTGRADUATE PROGRAMS

1. Title of the Award : M Design (Fashion Design)
2. Name of Faculty : Faculty of Arts and Design
3. Course Name : M Design (Fashion Design)
4. Eligibility for Admission
 - i. The students who have passed bachelor's degree in design/fine arts or in any stream or equivalent examination from recognized university will be eligible to take admission and/or;
 - ii. Any other eligibility criteria as decided by the Academic Council, Admission Committee and concerned Regulatory Authorities.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Criteria for Selection**

The selection of the candidate will be based on the criteria approved by the Academic Council/Admission Committee.
8. **Number of Seats/Intake**

The number of seats will be decided from time to time by the Academic Council or as per the guideline of concern regulatory authorities and other statutory bodies as and where applicable.
9. **Branch Distribution:**

Admission to the particular branch shall be decided by the University on the basis of Counseling / personal interview.
10. **Academic Session:**

There shall be one/two academic cycles for these courses every year like Summer (July) & Winter (January) as decided by the University.

11. **Fee Structure, Examination, Assessment System, and Promotion System,** shall be as per the other ordinances of JNCT Professional University, Bhopal.
12. **Duration of Program**
The minimum duration for the completion of the M. Des. program is two (2) years comprise of four (4) semesters, each semester shall be spread over not less than ninety (90) teaching days other than under exceptional circumstances. The maximum duration is four (4) years comprise of eight (8) semesters.
13. **Academic Session:**
There shall be one/two academic cycles for these courses every year like Summer (July) & Winter (January) as decided by the University.
14. **Fee Structure, Examination, Assessment System, and Promotion System,** shall be as per the other ordinances of JNCT Professional University, Bhopal.
15. **Types of Courses:** Courses are the basic units of education and/or training. Types of the course shall be as follow.
 - i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
 - ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project
 - iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.
 - iv. **Ability Enhancement Course. (AEC)**
 - The Ability Enhancement Course (AEC) are of two types
 - Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.
16. **Credit Requirement:**
The minimum credit requirement for M. Design Degree is 80 credits.
17. **Course Structure/Curriculum:**
The course structure of M. Des. shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University and approved by Academic Council.

The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.
18. **Medium of Instruction:** The medium of instruction shall be English & Hindi.

19. Examination

- i. The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.
- ii. The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.
- iii. All the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance-4 shall be applicable in the current ordinance.

20. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

21. Eligibility for Award of M. Des. Degree: A students shall be declared to be eligible for award of M. Des. degree if he/she has:

- i. Registered and successfully completed all the core courses, practical/labs classes, including seminar, Workshops, Presentations, Group Discussion, Field Visit, Industrial Training, Summer Training, Educational Tour, Project Work or other assignment as applicable.
- ii. Successfully acquired the minimum required credit as specified in the regulation corresponding to the branch of his/her study within the stipulated time wherever applicable.
- iii. Earned the specified credits in the all categories of subjects if applicable.
- iv. Secured the minimum CGPA of 4 or 40% in aggregate overall.
- v. No Dues to the University, Hostel Libraries, NCC/NSS etc and;
- vi. No disciplinary action is pending against him/her.

22. General Instructions and Provisions

- i. As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)
- ii. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC or relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iv. For matters not covered in this specific ordinance, general rules and regulations of JNCT Professional University, Bhopal regarding specific

courses are applicable. In other matters, the Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision.

- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, hybrid learning, blended learning, e-learning, face-to-face, through webinar etc.
- vi. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 24
MASTER OF COMMERCE (M.COM)

1 COURSE & FACULTY

1.1 This ordinance shall be applicable to all to years (four semester) post Graduate Degree programs except those for which the University has separate ordinances. These courses shall be run on semester system.

1.1.1 At present the programs covered under this ordinance are Master of Commerce (M.Com.).

1.1.2. These programs are offered by the concerned Faculty after the recommendation for concerned Board of Studies / Faculty and approval of Academic Council.

1.1.3. More degree programs can be offered under this ordinance on the recommendations of the Board of Studies / Faculty and approval of the Academic Council & Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments/ Institutes/ School of this University.

2. DURATION

2.1 The duration of these courses of study are of two years (Four semesters,)

2.2 A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission.

3. INTAKE & FESS

3.1 The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject of the approval of the regulatory body, if any.

3.2 Fees of these programs will be decided by the Board of management subject to the approval of regulatory body, if any.

4. ACADEMIC YEAR

4.1 There will be one academic cycles every year starting from July to June.

5. ELIGIBILITY

- 5.1 Candidates seeking admission to these programs must have passed the graduation course as specified below from any recognized University or an equivalent body.
- 5.1.1 M.Com: Bachelor of Commerce Degree (Hons. / Pass) from any recognized University.
- 5.1.3 Candidates appearing for their final year / semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within 15 days of admission.
- 5.5.4 Eligibility for new programs under this ordinance shall be defined by the Academic Council of the University.

6. ADMISSION PROCEDURE

Admission under these programs will be made as follows:

- 6.1 The University will issue admission notifications in news Papers, on the University's website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice board of the University/ University's website/ or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply. Such candidates, however, must produce the previous year mark sheet/ School / college Certificates, as a proof for required eligibility criteria before the due date failing which the provisional admission granted will be cancelled.
- 6.4 The application form may be rejected due to any of the following reasons:
- 6.4.1 The candidate does not fulfill the eligibility conditions.
- 6.4.2 The prescribed fees are not enclosed
- 6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 6.4.4 Supporting documents for admission are not enclosed.
- 6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/ fees.

- 6.6 Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure

- 7.1 The Post Graduate course in semester system shall consist of:

- 7.1.1 Such courses (Papers) as prescribed by the University.
- 7.1.2 Such job internship, job work, Practical, in-Plant Training, Projects etc. as may be prescribed by the University and.
- 7.1.3 Such scheme of examination as prescribed, by the University from time to time.

8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

- 8.1 The medium of instructions and examination shall be either Hindi or English.

9. Examination Scheme

- 9.1 No candidate shall be allowed to take the term end semester Examination unless one has:

- 9.1.1 Attended at least 75% of lectures/ Practical delivered.
- 9.1.2 Paid all the fees due.
- 9.1.3 Obtained "No Dues" Certificate from the concerned Department / College.
- 9.1.4 Submitted the job internship Certificate/ Project Report, as notified by the University.
- 9.1.5 Received in plant/ Practical training as prescribed by the University.
Clause (9.1) above shall not be applicable to the Private /Ex candidates.

- 9.2 Each student shall have to appear in the Examination of Theory/ Practical and Continuous Comprehensive Examination system (CCE) /Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 9.2.1 50% marks of each paper will be earmarked for internal assessment (for each year, there will be at least two midterm examinations).
- 9.2.2 Main examination will be carry 50% marks.
- 9.2.3 for passing the examination ; the candidate that be required to secure to secure at least 'D' Grade in University examination separately in the term – end theory, practical and internal assessment in each of the prescribed paper in the subject and practical's are also to be cleared separately.

9.2.4 There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE

- 10.1 There shall be no supplementary or second examination in between the semester exam.
- 10.2 A candidate may provisionally continue his/her studies in higher semester class after the examination of the semester he/she appeared is over. However, His/ Her eligibility shall be evaluated only after the results of semester are declared at which he /she had appeared.
- 10.3 If a candidate fails in not more than one paper in any one semester examination he/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
- 10.4 Provided further that if a candidate fails in more than one paper in any semester examination, he /she may be allowed to appear as an Ex-Student in the next semester examination of the same semester.
- 10.5 provided further that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld . A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters in such situation mark sheet for each semester will be issued Separately up to third semester and a composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers.

11. AWARD OF CREDITS AND GRADES

One hour of conduct in Lecture (L) Tutorial (T) & two hours of practical (P) per week shall be equal to neo credit as allotted in the respective schemes.

- 11.1 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests , field work, seminars, quizzes, end semester examination and regularity, as proposed and recommended by respective Board of Studies and approved by the Academic Council.
- 11.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) 5.0 and promotion to higher semester.
 - 11.2.1 To pass a particular subject of the course the minimum required Grade is D. However the candidate should also separately score minimum of Grade D in end semester examinations of theory and practical parts separately of the subject for practical examination one external examiner from outside the institute shall always be there.

11.2.2 if a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory/ Practical subjects, in the ensuing examination (theory and Practical of a subject shall be treated as separate subjects.)

11.2.3 Other than the provision of clause (11.2.2) above, a candidate shall not be permitted to reappear in that examination, for improvement of Division Grade or for any other purpose.

11.3 Practical Training and Project work shall be treated as Practical Subjects.

11.3.1 in each semester, there will be normally there mid semester tests. Only in emergent cases number of test could be reduced to two with approval of the Vice- Chancellor.

11.3.2 The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, and class work, mid semester test, end semester exam and regularity.

11.3.3 The grades to be used and their numerical equivalents are us under:

Credit based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

11.3.4 The semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

11.3.4 Where C_i is the number of credits offered in the i^{th} subject of a semester for which SGPC is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{i=1}^n SG_i NC_i}{\sum_{i=1}^n NC_i}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

12. CONDONATION OF DEFICIENCY

12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. AWARD OF DIVISION

13.1 Division shall be awarded only after the Fourth and final semester examination based on integrated performance of the candidate for all the years as per followings details:

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honors
$7.5 \leq CGPA < 7.5$	First Division
$7.5 \leq CGPA < 6.5$	II nd division
$CGPA < 5.0$	Fail

13.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{CGPA \text{ Obtained} \times 100}{10}$$

14. MERIT LISTS

- 14.1 Merit list of First 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2 Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semester in single attempts.

15. EXAMINATION CENTERS

- 15.1 University examination centers will be notified by the University.

16. GENERAL

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the programs shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2 In case of any dispute/ ambiguity, the ruling of the Vice-Chancellor shall be final competent to change the system/ pattern of the Examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
- 16.4 The Provisions of this ordinance shall change as per the directive of regulatory authority.

Ordinance No- 25**Master of Business Administration (MBA)****1. Name of Program**

Master of Business Administration (MBA) is a Full Time regular programme.

The program Master of Business Administration (MBA) refers following specializations: Master of Business Administration in Data Analytics and Business Intelligence, Master of Business Administration in E- Business, Master of Business Administration in Logistics and Supply Chain Management, Master of Business Administration in Food and Agri- Business Management, Master of Business Administration in Sustainability Management, Master of Business Administration in Fintech, Master of Business Administration in Digital Marketing, Master of Business Administration in Family Business and Entrepreneurship, Master of Business Administration in Insurance and Banking, Master of Business Administration in Technology and Management, Master of Business Administration in Media Management, Master of Business Administration in International Business, Master of Business Administration in Rural Management, Master of Business Administration in Tourism and Hospitality, Master of Business Administration in Business and Corporate Law, Master of Business Administration in Cyber Law, Master of Business Administration in Fashion Technology.

These specialization mention above and other new specializations can be offered on the recommendation of the Board of Studies concerned and as per norms of AICTE and/or UGC and Regulatory Authorities.

2. Name of Faculty and Board of Studies

Faculty of Management & Commerce – Board of Management Studies.

3. Duration

It is a Two Year Full time program offered in 6 Trimesters i.e. 3 Trimesters per year. Maximum period of Program completion: Three years. However, guidelines/directives of the regulatory authorities will be followed.

4. Eligibility

1. Minimum qualification for admission is Graduate Degree or Equivalent from recognised university with 50 % or equivalent marks for Unreserved Category,

relaxation in minimum eligibility for SC/ST/ OBC will be as per directives of regulatory authorities.

2. for admission is that the candidate must have passed in the final examination of graduation, or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates.

3. Candidate appearing in the final year examinations are eligible for admission subject to completion of all other conditions. However such candidates has to produce results on or before the time limit specified by regulatory bodies for admission.

5. Admission Process

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 2.

6. Number of seats for the program

It will be decided by the University as per guidelines of AICTE and / or UGC/ regulatory authorities as applicable from time to time.

7. Fee Structure

- i. All the fees applicable will be as per approval of the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. For cancellation of admission and return for fees prevailing rules of the university/ regulatory authorities will be followed.

8. Academic System – Credit System of the UGC/ AICTE will be followed. Trimester/ Semester & Curriculum Related Regulation, Examination (As per Ordinance No. 4)

9. Eligibility for the award of the Degree

Degree will be awarded to a candidate, who fulfils all the requirements and passes in all the prescribed courses successfully.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 4. Presently, it is 75% in theory, practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work in consultation with supervisor/ reporting person who will keep a record of attendance (75%). In case of Medical/ representation in university/ State/ National cultural sports or other events etc a relaxation can be given by Vice Chancellor.

11. General Instructions

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the approval by the Academic Council/ Board of Management of the University/ regulatory authorities. The prevailing guidelines and directives of the regulatory bodies, AICTE, UGC will be followed.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

ORDINANCENO-26
MASTER OF BUSINESS ADMINISTRATION IN HOSPITALADMINISTRATION
(MBA - HA)

1. AIMSANDOBJECTIVESOFM.B.A.inH.A.PROGRAMME:

JNCTProfessionalUniversity,Bhopaliscommitted tocontribute tonationbuilding byproducing futureManager-LeaderswhowillleadIndia'squesttobeaworldsuperpower with a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self- confidence, the M.B.A. in Hospital Administration Program has the following Aims and Objectives:-

1.1 AIMS:

To produce, competent Leaders and Managers for Healthcare Industry, in all fields and specializations of Hospital Management, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

1.2 OBJECTIVES:

The MBA in Hospital Administration program is oriented to enhance students learning and develop their skills and attitude towards Business, Market, Hospital and Society as a whole. To support this aim following objectives are formulated:

- 1.2.1 Apply best practices to solve managerial issues related to Hospital Industry.
- 1.2.2 Understanding of link between Medical Profession, business and society.
- 1.2.3 Knowledge and skills in each functional area of management like Hospital Operations, Life Care Management.
- 1.2.4 Demonstrate effective written forms of communication and oral business presentations.
- 1.2.5 Implement leadership skills to work effectively with diverse teams.
- 1.2.6 Identify and analyze ethical responsibilities of healthcare sector.

1.3 Profile of the Course:

Hospital administration has come up to be one of the most rewarding careers in the emergent field of health sector. As health sector is prospering with fast pace, the demand of hospital administrators has increased to a great extent. Hence, at present, hospital administration is counted among the top professions in the country. Although there has been a tremendous growth in the sector of health tourism, number of private hospitals and clinics, however the perennial problem of shortage of trained administrators for optimum management of resources in the sector still continues. With growing stress on importance of healthcare and patient contentment, professionalism the specialized area of Hospital Management / Administration are required in large number. Most recently, in past few years, the healthcare concept in country and abroad

has experienced remarkable transformation. People have gradually become more cognizant to healthcare. This has further steered to complex potentials and an increased expectation for a superior category of medical convenience and responsibilities, healthcare services and amenities.

MBA(HA) program purports to develop well-

trained hospital administration professionals capable of fulfilling the changing demands of the healthcare industry. The program curriculum combines the knowledge of healthcare with the modern management concepts incorporated by businesses across the world. The MBA (HA) program is therefore a powerful, comprehensive, knowledge based program that aims to deliver the best hospital

administrators. The principal objective of the program is to train students and enable them to impart outstanding healthcare services. Certainly, there is an excessive requirement for exceptionally proficient, qualified and capable hospital administrators, those who can offer and uphold excellent standards in healthcare.

The program includes training in developing skills required for hospital administration, management practices, accounting and financial management,

business communication, along with focused understanding on the functionality of hospital, marketing of services of hospital and supply chain management, primary acquaintance of healthcare, diet management, deterrence of contagious and non- contagious infections, public well-being and other therapeutic services.

2. COURSE & FACULTY:

2.1 This ordinance shall be applicable to two year postgraduate Degree programs in management. These courses shall be offered in regular mode in semester systems.

2.1.1 This program is covered under this ordinance are Master of Business Administration in Hospital Administration (MB.A. - H.A.).

2.1.2 This program is offered by the Management faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council/ Regulatory council.

3. DURATION:

- 3.1 The duration of this program is two years (Four Semester).
 3.2 The Maximum duration for programme is 04 years/08 semester. The directives of the regulatory authorities will be followed.

4. INTAKE&FEES:

- 4.1 The intake for each of this course shall be decided by the Board Management of the University from time to time subject to the approval of the regulatory body & MPPURC
 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:

The medium of instruction and Examination shall be English.

ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

- 5.1 Eligibility: Admission to MBA in Hospital Administration course is open to a student who holds a under graduate degree of MBBS, BDS, BUMS, BHMS, BAMS, BYNS, BSc.(Nursing), BPT, BOT, BASLP, B. Pharm, BBA(HA), and other medical degree of equivalent tenure as MBBS and one year internship from a recognized University with 50% marks. A relaxation of 5% in the eligibility criteria shall be admissible to the bonafide OBC/ SC/ ST applicants of Madhya Pradesh only as per the prevailing Government norms.
 5.2 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority/statutory body.
 5.3 Eligibility for Admission to NRI.
 Non-resident Indian candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and / or State Government

6. COMMENCEMENT OF COURSE:

M.B.A.—H.A.I&II semesters shall commence the period of July -

December every year M.B.A.—

H.A.II&IV semesters shall commence the period of January-June every year.

7. **Academics:** Academic credits are adopted by the university as per the guidelines of UGC/ AICTE/ Regulatory Authorities. Due weightage is given to Training/ OJT/ Hospital Visit/ Projects/ etc or as assigned by course instructor.

8. Examinations:

- 8.1 The subjects to be studied in different semesters of M.B.A. in H.A. program shall be as per the scheme and syllabus, approved by the respective Board of Studies.
- 8.2 There shall be one University examination at the end of each semester. These examinations will be conducted as per ordinance 4.

CANCELLATION OF ADMISSION:

Admission of a student may be cancelled under following circumstances.

- 10.1 At any stage, if student is not found qualified, for the Program, as per government norms / guidelines or the eligibility criteria prescribed by the University.
- 10.2 Failing to complete the program within six years of commencement of the program.
- 10.3 Involvement in gross indiscipline in the Institute/University.
- 10.4 For cancellation of admission and return for fees prevailing rules of the university/ regulatory authorities will be followed.

11. GENERAL:

1. The university shall comply to all the provisions of AICTE, UGC, Regulatory Authorities.
2. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/ Director/ Principal/ Head of Department / Institutions/ Schools. The decision of the Vice Chancellor shall be final.

Ordinance No - 27**Integrated Dual Degree Management Program- IMP (BBA + MBA)****1. Name of the Program**

Integrated Dual Degree Management Program – IMP (BBA + MBA)
The program referred under this Ordinance, subject to the recommendation of the concerned Board of Studies as per norms of AICTE and / or UGC.

2. Name of Faculty and Board of Studies

Faculty of Management & Commerce – Board of Management Studies.

3. Duration

Full time shall comprise of the course of study spread over a period of five years i.e. six semesters (Three years of BBA) and six terms (Two years of MBA). Maximum period for completing program is seven years. The provisions of regulatory Authority will be followed.

4. Eligibility

1. The minimum academic qualification for admission is that the candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates. Relaxation %age for Reserved category is as per govt norms
1. 2. Those appearing in 10+2 (Class XII) examination or equivalent examination examinations are eligible for admission subject to completion of all other conditions. However such candidates has to produce results on or before the time limit specified by regulatory bodies for admission.

5. Admission Process

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 2.

6. Number of seats for the program

It will be decided by the University as per guidelines of AICTE and / or UGC/ Regary authorities as applicable from time to time.

7. Fee Structure

- i. All the fees applicable will be as per approval of the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. For cancellation of admission and return for fees prevailing rules of the university/ regulatory authorities will be followed.

**Academic System – Semester& Curriculum Related Regulation, Examination
(As per Ordinance No. 4)**

8. Eligibility for the award of the Degree

Degree will be awarded to a candidate, who fulfils all the requirements and passes in all the prescribed courses successfully.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 4. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

1. The university shall compliance to the provision of NEP/ UGC/ AICTE/ Regulatory bodies.
2. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
3. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
4. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or

the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.

- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

ORDINANCE No. 28
MASTER OF ARTS (MA)
TWO YEARS (FOUR SEMESTERS) PG DEGREE PROGRAM

1. COURSE & FACULTY

1.1 This Ordinance shall be applicable to all to years (four semester) post Graduate degree programs except those for which the University has separate ordinances. These courses shall be run on semester system.

1.1.1. At present the programs covered under this ordinance are Master of Arts (M.A.).

1.1.2. These programs are offered by the concerned Faculty after the recommendation for concerned Board of Studies/Faculty and approval of Academic Council.

1.1.3. More degree programs can be offered under this ordinance on the recommendations of the Board of Studies/Faculty and approval of the Academic Council & Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments/ Institutes/ School of this University.

2. DURATION

2.1 The duration of these courses of study are of two years (Four semesters,)

2.2 A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission.

3. INTAKE & FESS

3.1 The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject of the approval of the regulatory body, if any.

1.2 Fees of these programs will be decided by the Board of management subject to the approval of regulatory body, if any.

4. ACADEMIC YEAR

4.1 There will be one academic cycles every year starting from July to June.

5. ELIGIBILITY

- 5.1 Candidates seeking admission to these programs must have passed the graduation course as specified below from any recognized University or an equivalent body.
- 5.1.1 M.A, Bachelor Degree (Hons./Pass) from any recognized University in any discipline (Arts).
- 5.1.2 Candidates appearing for their final year / semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within 15 days of admission.
- 5.5.5 Eligibility for new programs under this ordinance shall be defined by the Academic Council of the University.

6. ADMISSION PROCEDURE

Admission under these programs will be made as follows:

- 6.1 The University will issue admission notifications in news Papers, on the University's website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission/ shortlisted based on merit will be displaced on the notice board of the University/ University's website/ or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply. Such candidates, however, must produce the previous year mark sheet/ School / college Certificates, as a proof for required eligibility criteria before the due date failing which the provisional admission granted will be cancelled.
- 6.4 The application form may be rejected due to any of the following reasons:
- 6.4.1 The candidate does not fulfill the eligibility conditions.
- 6.4.2 The prescribed fees are not enclosed
- 6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 6.4.4 Supporting documents for admission are not enclosed.
- 6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/ fees.
- 6.6 Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. COURSE STRUCTURE

- 7.1 The Post Graduate course in semester system shall consist of:
- 7.1.1 Such courses (Papers) as prescribed by the University.

7.1.2 Such job internship, job work, Practical, in-Plant Training, Projects etc. as may be prescribed by the University and.

7.1.3 Such scheme of examination as prescribed, by the University from time to time.

8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

The medium of instructions and examination shall be either Hindi or English.

9. EXAMINATION SCHEME

9.1 No candidate shall be allowed to take the term end semester Examination unless one has:

9.1.1 Attended at least 75% of lectures/ Practical delivered.

9.1.2 Paid all the fess due.

9.1.3 Obtained "No Dues" Certificate from the concerned Department / College.

9.1.4 Submitted the job internship Certificate/ Project Report, as notified by the University.

9.1.5 Received in plant/ Practical training as prescribed by the University. Clause (9.1) above shall not be applicable to the Private/Ex candidates.

9.2 Each student shall have to appear in the Examination of Theory/ Practical and continuous Comprehensive Examination system (CCE)/ Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

9.2.1 50% marks of each paper will be earmarked for internal assessment for each year, there will be at least two midterm examinations.

9.2.2 Main examination will be carry 50% marks.

9.2.3 For passing the examination ; the candidate that be required to secure to secure at least 'D' Grade in University examination separately in the term – end theory, practical and internal assessment in each of the prescribed paper in the subject and practical's are also to be cleared separately.

9.2.4 There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE

10.1 There shall be no supplementary or second examination in between the semester exam.

10.2 A candidate may provisionally continue his/her studies in higher semester class after the examination of the semester he/she appeared is over. However, His/ Her eligibility shall be evaluated only after the results of semester are declared at which he /she had appeared.

- 10.3 If a candidate fails in not more than one paper in any one semester examination he/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
- 10.4 Provided further that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an Ex-Student in the next semester examination of the same semester.
- 10.5 provided further that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld . A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters in such situation mark sheet for each semester will be issued Separately up to third semester and a composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers.

11. AWARD OF CREDITS AND GRADES

One hour of conduct in Lecture (L) Tutorial (T) & two hours of practical (P) per week shall be equal to one credit as allotted in the respective schemes.

- 11.1 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests , field work, seminars, quizzes, end semester examination and regularity, as proposed and recommended by respective Board of Studies and approved by the Academic Council.
- 11.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) 5.0 and promotion to higher semester.
- 11.2.1 To pass a particular subject of the course the minimum required Grade is D. However the candidate should also separately score minimum of Grade D in end semester examinations of theory and practical parts separately of the subject for practical examination one external examiner from outside the institute shall always be there.
- 11.2.2 if a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory/ Practical subjects, in the ensuing examination (theory and Practical of a subject shall be treated as separate subjects.)
- 11.2.3 Other than the provision of clause (11.2.2) above a candidate shall not be permitted to reappear in that examination for improvement of Division Grade or for any other purpose.
- 11.3 Practical Training and Project work shall be treated as Practical Subjects.
- 11.3.1 in each semester, there will be normally there mid semester tests. Only in emergent cases number of test could be reduced to two with approval of the Vice- Chancellor.

11.3.2 The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity.

11.3.3 The grades to be used and their numerical equivalents are as under:

Credit based Grading System			
Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

11.3.4 The semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

11.3.4 Where C_i is the number of credits offered in the i^{th} subject of a semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

12. CONDONATION OF DEFICIENCY

12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks in a each semester.

13. AWARD OF DIVISION

- 13.1 Division shall be awarded only after the Fourth and final semester examination based on integrated performance of the candidate for all the for years as per followings details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Honors
$7.5 \leq \text{CGPA} < 7.5$	First Division
$7.5 \leq \text{CGPA} < 6.5$	II nd division
$\text{CGPA} < 5.0$	Fail

- 13.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{10}$$

14. MERIT LISTS

- 14.1 Merit list of First 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2 Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semester in single attempts.

15. EXAMINATION CENTERS

- 15.1 University examination centers will be notified by the University.

16. GENERAL

- 16.1 in matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the programs shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2 In case of any dispute/ ambiguity, the ruling of the Vice-Chancellor shall be final competent to change the system/ pattern of the Examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
- 16.4 The Provisions of this ordinance shall change as per the directive of regulatory authority.

ORDINANCE No - 29
MASTER OF SCIENCE
TWO YEARS (FOUR SEMESTERS) POST GRADUATE DEGREE PROGRAMS

1. COURSE & FACULTY

- 1.1 This ordinance will be applicable to all to years (four semesters) post Graduate Degree programs except those for which the University has separate ordinances. These courses shall be run on semester system.
- 1.1.1. At present the programs covered under this ordinance are Master of Science (M.Sc.) in Physics, Math, CSE and Chemistry.
- 1.1.2. These programs are offered by the concerned Faculty after the recommendation for concerned Board of Studies / Faculty and approval of Academic Council.
- 1.1.3. More degree programs can be offered under this ordinance on the recommendations of the Board of Studies / Faculty and approval of the Academic Council & Board of Management.
- 1.2 The ordinance shall be applicable to all the University Teaching Departments/ Institutes/ School of this University.
- 1.3 NAME OF STATUTORY/REGULATORY BODY :- UGC

2. DURATION

- 2.1 The duration of these courses of study are of two years (Four semesters.)
- 2.2 A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission.

3. INTAKE & FEES

- 3.1 the intake for each of these programs shall be decided by the Board of Management of the University from time to time subject of the approval of the regulatory body, if any.
- 3.2 Fees of these programs will be decided by the Board of management subject to the approval of regulatory body, if any.

4. ACADEMIC YEAR

There will be one academic cycles every year starting from July to June.

5. ELIGIBILITY

- 5.1 Candidates seeking admission to these programs must have passed the graduation course as specified below from any recognized University or an equivalent body.

- 5.1.1 M.Sc. : Bachelor of Science Degree (Hons. /Pass) with major subject in the relevant subject from any recognized University.
- 5.1.4 Candidates appearing for their final year/semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within 15 days of admission.
- 5.5.5 Eligibility for new programs under this ordinance shall be defined by the Academic Council of the University.

6. ADMISSION PROCEDURE

Admission under these programs will be made as follows:

- 6.1 The University will issue admission notifications in news Papers, on the University's website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission/ shortlisted based on merit will be displaced on the notice board of the University/ University's website/ or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply. Such candidates, however, must produce the previous year mark sheet/School/ college Certificates, as a proof for required eligibility criteria before the due date failing which the provisional admission granted will be cancelled.
- 6.4 The application form may be rejected due to any of the following reasons:
 - 6.4.1 The candidate does not fulfill the eligibility conditions.
 - 6.4.2 The prescribed fees are not enclosed
 - 6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.4.4 Supporting documents for admission are not enclosed.
- 6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/ fees.
- 6.6 Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. COURSE STRUCTURE

- 7.1 The Post Graduate course in semester system shall consist of:
 - 7.1.1 Such courses (Papers) as prescribed by the University.
 - 7.1.2 Such job internship, job work, Practical, in-Plant Training, Projects etc. as may be prescribed by the University and.
 - 7.1.3 Such scheme of examination as prescribed, by the University from time to time.

8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

- 8.1 The medium of instructions and examination shall be either Hindi or English.

9. EXAMINATION SCHEME

- 9.1 No candidate shall be allowed to take the term end semester Examination unless one has:
- 9.1.1 Attended at least 75% of lectures/ Practical delivered.
 - 9.1.2 Paid all the fess due.
 - 9.1.3 Obtained "No Dues" Certificate from the concerned Department / College.
 - 9.1.4 Submitted the job internship Certificate/ Project Report, as notified by the University.
 - 9.1.5 Received in plant/ Practical training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private /Ex candidates.
- 9.2 Each student shall have to appear in the Examination of Theory/ Practical and Continuous Comprehensive Examination system (CCE)/ Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 9.2.1 50% marks of each paper will be earmarked for internal assessment (for each year, there will be at least two midterm examinations.
 - 9.2.2 Main examination will be carry 50% marks.
 - 9.2.3 for passing the examination ; the candidate that be required to secure to secure at least 'D' Grade in University examination separately in the term – end theory, practical and internal assessment in each of the prescribed paper in the subject and practical's are also to be cleared separately.
 - 9.2.4 There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE

- 10.1 There shall be no supplementary or second examination in between the semester exam.
- 10.2 A candidate may provisionally continue his/her studies in higher semester class after the examination of the semester he/she appeared is over. However, His/ Her eligibility shall be evaluated only after the results of semester are declared at which he /she had appeared.
- 10.3 If a candidate fails in not more than one paper in any one semester examination he/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
- 10.4 Provided further that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an Ex-Student in the next semester examination of the same semester.
- 10.5 provided further that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld . A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters in such situation mark sheet for each semester will be issued Separately up to third semester and a composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers.

11. AWARD OF CREDITS AND GRADES

One hour of conduct in Lecture (L) Tutorial (T) & two hours of practical (P) per week shall be equal to neo credit as allotted in the respective schemes.

- 11.1 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end semester examination and regularity, as proposed and recommended by respective Board of Studies and approved by the Academic Council.
- 11.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) 5.0 and promotion to higher semester.
- 11.2.1 To pass a particular subject of the course the minimum required Grade is D. However the candidate should also separately score minimum of Grade D in end semester examinations of theory and practical parts separately of the subject for practical examination one external examiner from outside the institute shall always be there.
- 11.2.2 if a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory/ Practical subjects, in the ensuing examination (theory and Practical of a subject shall be treated as separate subjects.)
- 11.2.3 Other than the provision of clause (11.2.2) above, a candidate shall not be permitted to reappear in that examination, for improvement of Division Grade or for any other purpose.
- 11.3 Practical Training and Project work shall be treated as Practical Subjects.
- 11.3.1 in each semester, there will be normally there mid semester tests. Only in emergent cases number of test could be reduced to two with approval of the Vice- Chancellor.
- 11.3.2 The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity.
- 11.3.3 The grades to be used and their numerical equivalents are as under:

Credit based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory

D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

11.3.4 The semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

11.3.4 Where C_i is the number of credits offered in the i^{th} subject of a semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

12. CONDONATION OF DEFICIENCY

12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks in a each semester.

13. AWARD OF DIVISION

13.1 Division shall be awarded only after the Fourth and final semester examination based on integrated performance of the candidate for all the for years as per followings details:

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honors
$7.5 \leq CGPA < 7.5$	First Division
$7.5 \leq CGPA < 6.5$	II nd division
$CGPA < 5.0$	Fail

13.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{CGPA \text{ Obtained} \times 100}{10}$$

14. MERIT LISTS

- 14.1 Merit list of First 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2 Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semester in single attempts.

15. EXAMINATION CENTERS

University examination centers will be notified by the University.

16. GENERAL

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the programs shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2 In case of any dispute/ ambiguity, the ruling of the Vice-Chancellor shall be final competent to change the system/ pattern of the Examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
- 16.4 The Provisions of this ordinance shall change as per the directive of regulatory authority.

ORDINANCE NO - 30
BACHELOR OF LAW (LL.B.)

1. AIMS AND OBJECTIVES:

JNCT Professional University, Bhopal is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LL.B Program has the following Aim and Objectives:-

1.1 AIMS

The aim of LL.B program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

1.2 OBJECTIVES

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

2 APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Bachelor degree of Legislative Law (LL.B.)

3 COURSE & FACULTY

3.1 This ordinance shall be applicable to the Bachelor of Legislative Law (abbreviated LL.B.), an undergraduate, or bachelor degree in law of three years duration. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.

3.2 This course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI thereof.

4 DURATION:

The Duration of the Degree of Bachelor of law (LL.B) shall comprise a course of study spread over a period of three academic years (six semesters) and candidate will have to be a full time student

5 INTAKE AND FEES:

- 5.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be set up as per the approval granted from the respective authority.

- 5.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.
- 5.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of the Government.

6 ACADEMIC YEAR:

Academic session will be divided in two parts July to December — January to June

7 ELIGIBILITY FOR ADMISSION:

- 7.1 Candidates seeking admission to the three year LL.B course must have passed the Bachelors' Degree examination in any discipline from any recognized university of India.
 - 7.1.1 Eligibility and age for admission in LL.B. degree will be as per prevailing norms of BCI / Govt. of Madhya Pradesh.
 - 7.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC / ST /OBC categories will be relaxed by BCI/ Govt. of Madhya Pradesh.
- 7.2 Candidates seeking of admission in LL.B. course may also apply if he / she appear in examination and result are awaited, candidates should submitted mark sheet within 15 days or prior to the submission of examination for both

8 ADMISSION SCHEME:

Admission under this course will be made as follows.

- 8.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 8.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 8.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.

- 8.4 If a candidate admitted provisionally under (8.3) above could not obtain the Marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 8.5 The application form may be rejected on the following grounds:
- 8.5.1 The candidate does not fulfill the eligibility conditions.
 - 8.5.2 The prescribed fess is not deposited
 - 8.5.3 The application form is not signed by the candidate and his / her parent guardian, wherever required.
 - 8.5.4 Supporting documents for admission are not enclosed.
- 8.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 8.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

9 COURSE STRUCTURE

- 9.1 The LL.B. course in semester system shall consist of:
- 9.1.1 Such courses (papers) as prescribed by University.
 - 9.1.2 Such job assignments, internship, moot court, projects etc. as may be Prescribed by the BCI / University.
 - 9.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 9.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 9.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class - hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

10 MEDIUM OF INSTRUCTION:

The medium of instructions and examinations shall be English.

11 EXAMINATION SCHEME:

- 11.1 No candidate shall be allowed to take the term - end Semester Examination unless one has:
- 11.1.1 Attended at least 75% of lectures / practical delivered or as per

university Policy / Government.

- 11.1.2 Paid all the fees due.
- 11.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute College.
- 11.1.4 Submitted the job Internship certificate / Project Report, as notified by the Director / Head / Principal
- 11.1.5 Received in-plant training as perceived by the Director / Head / Principal. Clause (11.1.1) shall not be applicable to Ex-student candidates

11.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 11.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- 11.2.2 Main examination will carry 80 percent marks
- 11.2.3 For passing the examination; the candidate shall be required to secure at least 40% marks in University examination separately in the term – end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).
- 11.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.
- 11.2.5 Each student shall have completed 12 week internship for three year course during III to VI semester provided that internship in any year cannot be for a continuous period of more than four weeks.
- 11.2.6 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January.

12 PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE:

12.1 From Odd semester to even semester.

A candidate who has appeared in the odd- semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

12.2 From Even semester to odd semester: A candidate shall be entitled to carry a backlog of papers for his promotion From even semester to odd semester of next academic sessions, as under:

12.1.1 A backlog of two papers (Theory and / or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LL.B. Second Year.

12.1.2 A backlog of four papers (Theory and / or Practical) (inclusive backlog of two papers of LL.B First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B Final / Third year

12.3 The minimum passing marks in each, paper shall be 40 marks and Passing marks in aggregate shall be 50 percent of that Semester Examination

12.4 A Candidate shall be allowed to carry a particular semester if he acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any numbers of paper of his choice in which he has acquired minimum that semester in order to pass in aggregate in such semester examination but shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the University, for any purpose whatever

13 EX-STUDENTSHIP:

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall be come ex-student of LL.B. First Year, LL.B Second Year and LL.B.Third / Final Year as under:-

13.1 Ex-student in LL.B. First Year - If he carries backlog of three or more papers in First and / or Second Semester of LL.B. First Year.

13.2 Ex-student in LL.B. Second Year – If he carries backlog of three or more papers in Third and / or Fourth Semester of LL.B. Second Year.

13.3 Ex-student in LL.B.Third / Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester of LL.B. Third / Final Year.

14 ALLOCATION OF DIVISION:

Division shall be awarded only after the six and final semester examination based on integrated performance of the candidate for all the three years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice Chancellor Grace of one mark will be given for Pass / ATKT in each semester and for improvement in division in final semester or as per University Policy

Note.- (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B. degree course in First division with distinction.

15. MERIT LISTS:

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. sixth semester from amongst the candidates who have passed all previous semesters without any break.

16 MAXIMUM DURATION OF COMPLETION OF COURSE:

A candidate has to complete the entire course of LL.B. within a maximum period of five years from the session of first admission or as per University Policy

17 REVALUATION:

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner out of the Jurisdiction of University.

- 17.2.1 Revaluation shall be permitted in any two theory papers only.

17.2.2 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

18 CANCELLATION OF ADMISSION:

18.1 Admission of a student may be cancelled under following circumstances'

- 18.1.1 At any stage, if student is not found qualified for the program, as per norms / guidelines or the eligibility criteria prescribed by the University.
- 18.1.2 Failing to complete the course within five years of commencement of the course.
- 18.1.3 Involvement in gross in discipline ragging heinous offenses under Indian Law in the University.

19 GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.

ORDINANCE NO - 31**Bachelor of Business Administration and Bachelor of Law****B.B.A. LL.B. (Integrated)****1. COURSE & FACULTY:**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Business Administration and Bachelor of Law B B.A. LL.B (Integrated Course). The ordinance shall be in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.-P.U.R.C. and this University from time to time.
- 1.2 This Course shall be run on SemesterSystem.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.B.A. LL B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

2. AIMS AND OBJECTIVES:

JNCT Professional University, Bhopal is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.B.A. LL.B (Integrated) Program has the following Aim and Objectives

2.1 AIMS

The aim of B.B.A. LL.B. (Integrated) program is to develop professionals on various are as of law. The program also aims to equip students with legal skills,

Enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

2.2 OBJECTIVES

The broad objectives of the B.B.A. LL.B. (Integrated) program are as follows:

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.
- 2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines.
- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

3. ELIGIBILITY FOR THE DEGREE:

A candidate shall be eligible for the degree of Bachelor of Law (B.B.A. LL.B.) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

4. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor degree of Law (five years degree course).

5. DURATION:

The Duration of the Integrated Degree of Bachelor of law B.B.A. LL.B. (Integrated) shall comprise a course of study spread over a period of five academic session (ten semesters) and candidate will have to be a regular student.

6. INTAKE AND FEES:

- 6.1 The intake shall be decided on the seats approved by the BCI.
- 6.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.
- 6.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body / Government of Madhya Pradesh.

7. ACADEMIC YEAR:

Academic year will be start from-

- (1) July to December
- (2) January to June

8. ELIGIBILITY FOR ADMISSION:

8.1 Candidates seeking admission to the B.B.A. LL.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P.Board of Secondary Education or any equivalent examination from recognized board with atleast 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate after the approval of higher education.

8.1.1 Eligibility and age for admission in B.B.A. LL.B. (Integrated) degree will be as per prevailing norms of BCI / Govt. of Madhya Pradesh.

8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC / ST / OBC categories will be relaxed by BCI.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.B.A. LL B. (Integrated) course. They will have to provide proof of passing the examination within date decided by competent authority / M. P. Government / Regulatory Body.

9. ADMISSION SCHEME:

Admission under this course will be made as follows:

9.1 Student seeking admission must go for University website.

9.2 List of candidates provisionally selected for admission / shortlisted based on merit Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.

9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark-sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark-

- sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 9.5 The application form may be rejected on the following grounds:
- 9.5.1 The candidate does not fulfill the eligibility conditions.
 - 9.5.2 The prescribed fess is not deposited
 - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

10. COURSE STRUCTURE

- 10.1 The B.B.A. LL B. (Integrated) course in semester system shall consist of:
- 10.1.1. Such courses (papers) as prescribed by the University.
 - 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the BCI / University.
 - 10.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India

11. MEDIUM OF INSTRUCTION:

The medium of instructions and examinations shall be English.

12. EXAMINATION SCHEME:

- 12.1 No candidate shall be allowed to take the term end Semester Examination unless one has:

- 12.1.1 Attended at least 75% of lectures / practical delivered or as per University Policy / Government.
- 12.1.2 Paid all the fees due
- 12.1.3 Obtained 'NoDues' certificate from the concerned Department / Institute / College.
- 12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
- 12.1.5 Received in-plant training as perceived by the Director / Head / Principal

Scheme of examination shall be as prescribed by BCI and the University from time to time.

- 12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE)/ internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
 - 12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
 - 12.2.2 Main examination will carry 80 percent marks.
 - 12.2.3 For passing the examination; the candidate that be required to secure atleast 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).
 - 12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%
 - 12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.
- 12.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January

13. PROMOTION RULES:

- 13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination

- 13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 13.3 A candidate shall not be admitted into seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he/ she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.B.A. LL.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who has cleared the tenth and final B.B.A. LL.B. (Integrated) semester but not previous semester shall be withheld. He / sheshall be deemed to have passed the final B B.A. LL.8. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.8 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester
- 13.9 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever
- 13.10 The subjects and paper for each year of B.B.A. LL.B. (Integrated) shall be prescribed by the faculty of law on there commendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.

- 13.11 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.B.A. LL.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A. LL.B (Integrated) first to final year examination i.e. all ten semester as under
- 13.12 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B.A LL.B. (Integrated) examination shall have answering questions though the medium of English.

14. **ALLOCATION OF DIVISION**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together

60% or above - First Division

50% or above but less than 60% -Second Division

Vice Chancellor Grace of one mark will be given for Pass / ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note:-(i) No third division shall be awarded

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.B.A. LL.B. degree course in First division with distinction.

15. **MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e tenth semester from amongst the candidates who have passed all previous semesters without any break.

16. **MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, the Vice Chancellor, has a powered to stand duration of 1 year more after the recommendation of the Dean.

17. REVALUATION:

- 17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 17.2 Revaluation shall be done by an exam iner out of the Jurisdiction of University.
- 17.3 Revaluation shall be permitted in any two theory papers only.
- 17.4 Results and Mark-Sheet shall be revised after revaluation, as per the laid down provisions.

18. PROGRAM OUTCOMES:

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines

19. CANCELLATION OF ADMISSION:

- 19.1 Admission of a student may be cancelled under following circumstances:
 - 19.1.1 At any stage, if student is not found qualified for the program, as per norms / guidelines or the eligibility criteria prescribed by the University
 - 19.1.2 Failing to complete the course within seven years of commencement of the course.
 - 19.1.3 Involvement in gross indiscipline ragging heinous offences under Indian Law in the University
 - 19.1.4 If the student does not want to continue 5 years integrated on reasonable ground University may power to award BBA degree. So that his / her three academic years are not lost.

20. GENERAL:

Notwithstanding any thing stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms



ORDINANCE NO - 32
Bachelor of Arts and Bachelor of Law
(B.A. LL.B.)

1. COURSE & FACULTY

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Law B.A.LL B (Integrated Course). The ordinance shall be in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time
- 1.2 This Course shall be run on Semester System.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.A.LL.B Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law

2. AIMS AND OBJECTIVES:

JNCT Professional University, Bhopal is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.A. LL.B. (Integrated) Program has the following Aim and Objectives-

2.1 AIMS

The aim of B.A. LL.B. (Integrated) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

2.2 OBJECTIVES

The broad objectives of the B.A. LL.B. (Integrated) program are as follows

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program

2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.

2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines.

2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

3. ELIGIBILITY FOR THE DEGREE:

A candidates shall be eligible for the degree of Bachelor of Law (BA.LL.B.) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

4. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated B.A. LL.B. (5 years) degree.

5. DURATION:

The Duration of the Integrated Degree of Bachelor of law B.A LL.B (5 years) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

6. INTAKE AND FEES:

6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.

6.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.

6.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body / Government of Madhya Pradesh.

7. ACADEMIC YEAR:

Academic year will be start from-

- (1) July to December
- (2) January to June

8. ELIGIBILITY FOR ADMISSION:

8.1 Candidates seeking admission to the B.A. LL.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P.Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate after the approval of higher education.

8.1.1 Eligibility and age for admission in B.A. LL.B. (Integrated) degree will be as per prevailing norms of BCI / Govt. of Madhya Pradesh.

8.1.2 The Minimum qualifications for admission to a course in case of Candidates belonging to SC / ST / OBC categories will be relaxed by BCI.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.A. LL.B. (Integrated) course. They will have to provide proof of passing the examination within date decided by competent authority / M. P. Government / Regulatory Body.

9. ADMISSION SCHEME:

Admission under this course will be made as follows:

9.1 Student seeking admission must go for University website.

9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application

9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted The candidate who, admitted shall have to be present

marksheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.

9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.

9.5 The application form may be rejected on the following grounds:

9.5.1 The candidate does not fulfill the eligibility conditions.

9.5.2 The prescribed fess is not deposited.

9.5.3 The application form is not signed by the candidate and his / her parent guardian, wherever required.

9.5.4 Supporting documents for admission are not enclosed

9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

10 COURSE STRUCTURE:

10.1 The B.A. LL.B (Integrated) course in semester system shall consist of:

10.1.1 Such courses (papers) as prescribed by University.

10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by BCI / University.

10.1.3 Such scheme of examination as prescribed, by the University from time to time.

10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

11 MEDIUM OF INSTRUCTION:

The medium of instructions and examinations shall be English

12 EXAMINATION SCHEME

12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

12.1.1 Attended at least 75% of lectures / practical delivered or as per University Policy.

12.1.2 Paid all the fees due.

12.1.3 Obtained 'NoDues' certificate from the concerned Department / Institute / College.

12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

12.1.5 Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1) shall not be applicable to Ex Student candidates

12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each)

12.2.2 Main examination will carry 80 percent marks.

12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks

12.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January.

13 PROMOTION RULES:

- 13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- 13.2 A candidate shall not be admitted in the fifth or higher semester classed unless she / she has fully cleared the first and second semester examinations.
- 13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.A. LL.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.A. LL.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.A. LL.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 13.8 The subjects and paper for each year of B.A. LL.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration in each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.A. LL.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A. LL.B. (Integrated) first to final year examination i.e. all ten semester as under.

13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.A. LL.B. (Integrated) examination shall have answering questions though the medium of English.

14 ALLOCATION OF DIVISION:

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above -First Division

50% or above but less than 60% - Second Division

Vice Chancellor Grace of one mark will be given for Pass / ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note:- (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.A. LL.B. degree course in First division with distinction

15 MERIT LISTS:

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters without any break

16 MAXIMUM DURATION OF COMPLETION OF COURSE:

The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

17 REVALUATION:

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner out of the Jurisdiction of University.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and MarkSheet shall be revised after revaluation, as per the laid down provisions.

18 PROGRAM OUTCOMES:

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines

19 CANCELLATION OF ADMISSION

19.1 Admission of a student may be cancelled under following circumstances:

- 19.1.1 At any stage, if student is not found qualified for the program, as per norms / guidelines or the eligibility criteria prescribed by the University.
- 19.1.2 Failing to complete the course within seven years of commencement of the course.
- 19.1.3 Involvement in gross indiscipline ragging heinous offenses under Indian Law in the University
- 19.1.4 If the student does not want to continue 5 years integrated on reasonable ground University may power to award BA degree. So that his / her three academic years are not lost

20 GENERAL:

Notwithstanding any thing stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.

ORDINANCE NO - 33**Bachelor of Commerce and Bachelor of Law (B.Com - LLB)****1. COURSE & FACULTY**

- 1.1 The ordinance shall be applicable to candidates admitted to Bachelor of Commerce and Bachelor of Law B.Com LL.B (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 This Course shall be run on Semester System.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI
- 1.4 The Degree of Bachelor of Law, B.Com. LL.B Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e part 1, which will be two year course program of pre law study and part 2, which will be three year program for professional training in law

2. AIMS AND OBJECTIVES:

JNCT PROFESSIONAL UNIVERSITY, BHOPAL is committed to contribute to nation building by producing future legal experts in various specializations With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self confidence the B.com. LL.B. (Integrated) Program has the following Aim and Objectives:-

2.1 AIMS

The aim of B.Com Plain LL.B (Integrated) program is to develop professionals on various areas of law The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

2.2 OBJECTIVES

The broad objectives of the B.Com. LL.B {Integrated} program are as follows:

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including jurists, Advocates and Law Executives, at the completion of the program.
- 2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines
- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general , and as related to Law profession specifically.

3. ELIGIBILITY FOR THE DEGREE:

A candidate shall be eligible for the integrated degree of Bachelor of Law (B.Com. LL.B) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects .

4. APPLICABILITY:

This ordinance shall apply to the program and course leading to the award of the integrated B.Com. LL.B (5 years)degree.

5. DURATION:

The Duration of the Integrated Degree of Bachelor of law B.Com. LL.B {5 years} shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be regular student.

6. INTAKE AND FEES:

6.1 The intake shall be decided on the seats approved by the BCI.

6.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.

6.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body/Government of Madhya Pradesh.

7. ACADEMIC YEAR:

Academic year will be start from-

- (1) July to December
- (2) January to June

8. ELIGIBILITY FOR ADMISSION:

8.1 Candidates seeking admission to the B.Com. LL.B (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate after the approval of higher education.

8.1.1 Eligibility and age for admission in B.Com. LL.B. (Integrated) degree will be as per prevailing norms of BCI/ Govt. of Madhya Pradesh.

8.1.2 The Minimum qualifications for admission to a course in case of candidates to SC/ST/OBC categories will relaxed by BCI.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.Com LL.B (Integrated) course. They will have to provide proof of passing the examination within date decided by competent / M.P. Government/ Regulatory Body.

9. ADMISSION PROCEDURE:

Admission under this course will be made as follows

- 9.1 Student seeking admission must go for University website.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the student will be informed directly of their admission after the last date of application.
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be

present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.

- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 9.5 form may be rejected on the following grounds:
- 9.5.1 The candidate 9.5 The application does not fulfill the eligibility conditions.
- 9.5.2 The prescribed fess is not deposited.
- 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 9.5.4 Supporting documents for admission are enclosed.
- 9.6 Enrollment / registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time

10. COURSE STRUCTURE:

10.1 The B.Com LL.B (Integrated) course in semester system shall consist of:

- 10.1.1 Such course {papers} as prescribed by University
- 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by BCI/ University.
- 10.1.3 Such scheme of examination as prescribed, by the University from time to time.

10.2 The course curriculum of the course shall be approved by the concerned Board of studies and the Academic council of University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking of the course after the due approval of Vice Chancellor.

10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provides there shall be at least 30 lecture hours per week as presented by Bar Council of India.

11. MEDIUM OF INSTRUCTION:

The medium of instructions and examinations shall be English

12. EXAMINATION SCHEME:

12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has.

12.1.1 Attended at last 75% of lectures/ practical delivered or as per University Policy.

12.1.2 Paid all the fees due.

12.1.3 Obtained 'No Dues' certificate from the concerned Department/Institute/College

12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director/ Head /Principal.

12.1.5. Received in-plant training as perceived by the Director/ Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

Scheme of examination shall be as prescribed by BCI and the University from time to time.

12.2 Each student shall have to appear in examination of theory / practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

12.2.2 Main examination will carry 80 percent marks

12.2.3 For passing the examination; the candidate that be required to secure at last 40% marks in University examination separately in the term-end Theory, practical and Internal in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.

12.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January.

13. PROMOTION RULES:

13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of the semester examination.

13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he/ she has fully cleared the first and second semester examinations.

13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.

13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.

13.5 No candidates shall be declared to have cleared the final B.Com. LL.B. (Integrated) examination unless he/ she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.Com. LL.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be have passed the final B.Com. LL.B. (Integrated) examination in the year in which he / she fully clears all the previous semester examination.

- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever
- 13.8 The subjects and paper for each year of B.Com. LL.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration in each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks each individual paper. Division to successful candidate for the B.Com. LL.B. (Integrated) degree will be assigned at end final year examination on the basis of the aggregate. The total marks obtained by him at the B.Com. LL.B. (Integrated) first to final year examination i.e. all ten semester as under.
- 13.10 For each paper there shall be lecture classed for at least 6 hours per week. candidates appearing for the B.Com. LL.B. (Integrated) examination shall have the option of answering questions though the medium of English.

14. ALLOCATION OF DIVISION:

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (I) No third division shall be awarded.

(II) Candidate who obtained who obtained 75% or more marks in aggregate shall be declared to have passed the B.Com. LL.B. degree course in First division with distinction.

15. **MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end at end of the last i.e tenth semester from amongst. The candidates who have passed all previous semesters in one attempt without any break.

16. **MAXIMUM DURATION OF CMPLTION OF COURSE:**

The maximum duration of course shall be seven years. However one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

17. **REVALUATION:**

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner out of the jurisdiction of University-

17.3 Revaluation shall be permitted in any two theory papers only-

17.4 Result and Mark sheet shall be revised after revaluation, as per the laid down provisions.

18. At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law/judiciary disciplines.

19. CANCELLATION OF ADMISSION:

Admission of a student may be cancelled under following circumstances:

- 19.1 At any stage, if student is not found qualified for the program, as per norms/guidelines or the eligibility criteria prescribed by the University.
- 19.2 Failing to complete the course within seven years of commencement of the course
- 19.3 Involvement in gross indiscipline ragging heinous offences under Indian Law in the University
- 19.4 If the student does not want to continue 5 years integrated on reasonable ground University may power to award B.Com. Degree So that his/her three academic years are not lost

20. GENERAL:

Notwithstanding anything stated in this Ordinance, For any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department Institutions/Constituent College schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.

ORDINANCE NO - 34
MASTER OF LAW (L.L.M)

1. AIMS & OBJECTIVES OF LLM PROGRAM:

JNCT Professional University, Bhopal is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LL.M. program has the following Aims and objectives -

1.1 AIM:

The aim of LL.M. program is to develop professionals on varied areas of law like Corporate law, Cyber law, Intellectual Property Rights, Labour law, Criminal Law, Business Law, HR law. Constitutional & Administrative law, Medico Legal and other varied areas of law for emphasizing on comparative approach to legal issues & research. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

1.2 OBJECTIVES:

- 1.2.1 To impart law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with Legal experts and the society.
- 1.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

2. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the post graduate degree of Master of Law (LL.M.)-2 year program.

3. DEFINITIONS:

- 3.1 Academic Year: Normally a period of 12 months, co-commencing with the program.
- 3.2 Allowed to keep term (ATKT): A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed promotion criterion.
- 3.3 External Examiner: Examiner not in the employment of the university-

- 3.4 Program: Program of courses and / or other components leading to the award of degree of Master of Law/LL.M.
- 3.5 Regular Student: A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/ Diploma / Certificate / other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.6 Semester System: A system wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the schema of teaching and related examinations.
- 3.7 University: JNCT Professional University, Bhopal Madhya Pradesh.

4. **ADMISSION:**

- 4.1 Candidates possessing following qualifications shall be eligible for admission:-
 - 4.1.1 To be eligible to appear to admission to Two year-LL.M. Program, a candidate should have passed the LL.B. or an equivalent degree from a recognized University with 55% marks.
- 4.2 Admissions shall be according to the following criteria:-
 - 4.2.1 Merit prepared on the basis of qualifying examination/interview/ Entrance Test conducted by University or an agency as directed by Bar Council of India on its behalf.
 - 4.2.2 Admission rules as framed by the university with the direction of Bar Council of India, shall be applicable for all admissions from time to time.
- 4.3 Last date of admission will be as notified by the university.
- 4.4 Admission of Foreign Nationals /NRI/PIO shall be as policy / rules directed by Bar Council of India will be applicable.
- 4.5 Candidate who has already appeared in the final semester of the Graduate program may be considered for admission, if he/ she have successfully passed all previous examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within prescribed time limit of the university. Otherwise his / her admission shall be cancelled automatically. Such candidate shall not be eligible for refund of fees.

5. COMMENCEMENT AND DURATION:

- 5.1 LLM shall be a full time post graduate degree program of four semesters.
- 5.2 Minimum duration to complete LL.M. would be 2 year and Maximum period for completion of LL.M. program shall be 4 Years from the date of commencement of the program or as per University Policy .

6. MEDIUM OF INSTRUCTION:

English shall be medium of instruction and examination.

7. ATTENDANCE:

Regular student, to be eligible to appear in the university examination, are required to attend a minimum of 75% classes, in each semester or as per University policy.

8. EXAMINATION:

- 8.1 Following University Examinations shall be held at the end of each semester :-
LL.M: Theory paper shall be consist of 13 papers (including dissertation/viva particular LLM
LLM.- I SEMESTER
 II compulsory paper
 II optional paper
LLM. – II SEMESTER
 I Compulsory paper
 II optional paper
LLM.- III SEMESTER
 I compulsory paper
 II optional paper
LLM. – IV SEMESTER
 Dissertation
 Viva (group)
 One practical research method Group.
 1. Business law
 2. Human Right
 3. Criminal Law
- 8.2 University examinations of odd semester shall be held normally in November –December and that of even semester normally in May-June, each year.

- 8.3 Details of subjects, credits and course curricula for LL.M. Program shall be prescribed by the scheme of examination, prepared and proposed by Board of Studies / Head of Faculty and approved and approved by Academic Council.

9. **HEAD OF PASSING & PASSING CRITERIA:**

- 9.1 Head of passing and passing criterion shall be as per Table 'A'

Table A

S. No.	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA >_ 5.0
V	Program	CGPA >_ 5.0

10. **APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 10.1 Examiners, paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting. Practical Examinations. Project work, Viva Voce examination and valuation of answer book etc. shall be Assistant Professor (S)/Associate Professor (s)/ Professor (s) of JNCT Professional University, Bhopal or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in subject 50 % of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Dean of Faculty and Board of Studies.
- 10.2 Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners / Moderators etc by the university based on the recommendations of the Head of the Faculty / Institution.

11. **GRADING SYSTEM:**

- 11.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table 'B'

Table 'B'

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91.00-100	10	Outstanding
A	81.00-90.99	9	Excellent
B+	71.00-80.99	8	Very Good
B	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00-50.99	5	Pass
F	<50	0	Fall
AB	Absent	0	Fall

11.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade point (GP) of all subjects of a semester as per clause 11.4.

11.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semester, calculated as laid down vide clause 11.5, at the completion of program.

11.4 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

11.5 Where c_i is the number of credits offered in the i th subject of a Semester for which SGPA is to be Calculated, p_i is the corresponding Grade Point (GP) earned in the i -th subject where $i = 1, 2, \dots, n$ are the number of subjects in that semester

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here NC_j is the number of total credits offered in the j th semester, where $J = 1, 2, \dots, m$ are number of semester in that course.

12. DEGREE / GRADE SHEET:

- 12.1 Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I, II & III Table A.
- 12.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

13. GRACE:

The Grace marks shall be allowed according to the University Policy.

14. REVALUATION:

- 14.1 Revaluation shall be permitted only for theory paper (s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2 Revaluation shall be done by an examiner other than the first one.
- 14.3 Revaluation shall be permitted in any two theory papers only.
- 14.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

15. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this ordinance or in the event of differences of interpretation, the Vice Chancellor may take decision after obtaining, it necessary, the opinion / advice of a committee consisting of any or all the Dean /Director /Principal /Head of Department / institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be Final but shall not be in contradiction to the Government and BCI Norms.

ORDINANCE NO - 35**BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)****1. AIMS & OBJECTIVES:****1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training Students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities, The training, though based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and is various types, It is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavor to have acquired basic training in different aspects of medical care.
- 1.1.4 The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.
- 1.1.5 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated on curative aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.6 There, must be enough experiences to be provided for self-learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.7 The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban and rural environment. He/she shall endeavor to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary Details of specialization.

- 1.1.8 The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to ~~achieve this~~ purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- 1.1.9 Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyse information and to correlate them.
- 1.1.10 The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and rest of the world shall form a part of this process.
- 1.1.11 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on firsthand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.12 The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient department's shall be suitably planned to provide training to graduates in small groups.
- 1.1.13 Clinics shall be organised in small groups of preferably not more than 15 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- 1.1.14 Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be available to the inspectors. At the time of inspection of the college by the National Medical Commission.
- 1.1.15 Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach pre-clinical disciplines in both understanding and resolution of the problem. every attempt shall be made to de-emphasize compartmentalization of disciplines so as to achieve both horizontal and vertical integration in different phases.

- 1.1.16 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, ~~character~~ expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 15 students
- 1.1.17 Faculty member shall avail modern educational Technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- 1.1.18 To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 34 years Bachelor of Medicine and bachelor of Surgery (MBBS) Course.
- 1.1.19 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.20 History of Medicine The students will be given an outline on History of Medicine This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- 1.1.21 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.22 Integration of ICT in learning process will be implemented.

1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training for medical profession fulfill his/her social obligations towards realization of this goal
- 1.2.2 Learn every aspect of National policies on health and devote himself / herself to its practical implementation
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.

- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems
- 1.2.8 Appreciate rationale for, different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects
- 1.2.9 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine
- 1.2.11 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, research and documentation skills.
- 1.2.12 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following.
 1. Family Welfare and Maternal and Child Health (MCH)
 2. Sanitation and water supply.
 3. Prevention and control of communicable and non-communicable disease
 4. Immunization
 5. Health Education
 6. PHS standard of health at various level of service delivery, medical waste disposal
 7. Organizational institutional arrangements.
- 1.2.13 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.14 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.15 Be able to work as a leading partner in health care teams and acquire proficiency in communication skill
- 1.2.16 Be competent to work in a variety of health care settings.

1.2.17 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

1.2.18 All efforts must be made to equip the medical graduate to acquire the practical skills.

2. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

2.1 Eligibility Criteria: No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until. He/she has qualified the National Eligibility Entrance Test, and he/she shall not be allowed to appear for the National Eligibility-cum-Entrance Test until

2.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course

2.1.2 He/she has passed qualifying examination as under

2.1.3 The higher secondary examination or the Indian School Certificate

Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

Note : Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges

Or

2.1.4 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English as a compulsory subject

Or

2.1.5 The pre-professional / pre - medical examination with Physics, Chemistry and Biology/Biotechnology, after passing either the higher secondary school examination, or The pre-university or an equivalent examination. The pre-Professional/Pre-medical examination shall include a practical test in Physics, Chemistry and Biology/Bio-technology and also English as a compulsory subject.

Or

2.1.6 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course

Or

- 2.1.7 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects examination Physics, Chemistry, Biology/Bio- technology and further that he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology/Biotechnology and English.

Or

- 2.1.8 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

Note: The pre-medical course may be conducted either at Medical College or a Science College. After the 10+2 course is introduced, the integrated courses should be abolished.

Selection of Students: The selection of students to MBBS course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a Competitive Entrance Test

2.2 Procedure for selection to MBBS course shall be as follows:-

- 2.2.1 A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together in the competitive examination
- 2.2.2 In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.
- 2.2.3 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted to that course until he fulfills the eligibility criteria.
- 2.2.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course
- 2.2.5 There shall be a uniform entrance examination to all medical educational institutions at the under graduate level namely 'National Eligibility-cum Entrance Test for admission to MBBS course in each academic year and shall be conducted under overall supervision of the Ministry of Health & Family Welfare, Government of India.

- 2.2.6 The "designated authority" to conduct the 'National Eligibility-Cum Entrance Test' shall be the Central Board of Secondary Education or any other body/organization so designated by the Ministry of Health & Family Welfare, Government of India, in consultation with the National Medical Commission.
- 2.2.7 The language and manner of conducting the 'National Eligibility-Cum Entrance Test' shall determined by the "designated authority" in consultation with the National Medical Commission and the Ministry of Health and Family Welfare, Government of India
- 2.2.8 In order to be eligible for admission to MBBS Course for a academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in 'National Eligibility-cum-Entrance Test to MBBS course' held for the said academic year. However, In respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016, the minimum marks shall be at 45th percentile. The percentile shall be determined on the basis of highest marks secured in the All-India common merit list for admission in 'National Eligibility-cum-Entrance Test for admission to MBBS course. Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to MBBS Course, the Central Government in consultation with National Medical Commission may at its discretion lower the minimum marks required for admission to MBBS Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the said academic year only.
- 2.2.9 The reservation of seats in Medical Colleges for respective categories shall be as per applicable Law prevailing in States/Union Territories. An All India merit list as well as State/Union Territory-wise merit list of the eligible candidates shall be prepared on the basis of marks obtained in 'National Eligibility-cum-Entrance Test and candidates shall be admitted to MBBS course from the said lists only
- 2.2.10 No candidate who has failed to obtain the minimum Eligibility marks as above shall be admitted to MBBS course in the said academic year.
- 2.2.11 No authority/institution shall admit any candidate to the MBBS course in contravention of the criteria/procedure as laid down by these Regulations and / or in violation of the judgments passed by the Hon'ble Supreme Court in respect of admissions, Any candidate admitted in contravention/violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgments passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year/years
- 2.2.12 All admission to MBBS course within the respective categories shall be based solely on the marks obtained in the 'National Eligibility Cum Entrance Test.'

3. COURSE STRUCTURE:**3.1 TRAINING PERIOD AND TIME DISTRIBUTION**

3.1.1. Every student shall undergo a period of certified study extending over 4 and 1/2 academic years divided into 9 semesters, (1 e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

3.1.2 The period of 4 and 1/2 years is divided into three phases as follows --

Phase-I (two semesters)- consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).

Phase-II (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine. The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine).

Phase-III (Continuation of study of clinical subjects for seven semesters after passing Phase-I)

The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynecology and Community Medicine.

Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects.

The Medicine and its allied specialties training will include General Medicine, Pediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopedic Surgery including Physiotherapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynecology training will include family medicine, family welfare planning etc.

- 3.1.3 The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).
- 3.1.4 After passing pre-clinical subjects, 1 and ½ year 3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre-clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.
- 3.1.5 Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practical, clinical or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.
- 3.1.6 The University shall organize admission processes in such a way that teaching in first semester starts by 1st of August each year for this purpose; they shall follow the time schedule indicated in Appendix
- 3.1.6.1 There shall be no admission of students in respect of any academic session beyond 30th September under any circumstance. The University shall not register any student admitted beyond the said date.
- 3.1.6.2 National Medical Council may direct that any student identified as having obtained admission after the last date for closure of admission be discharged from the course of study, or any medical qualification granted to such a student shall not be a recognized qualification for the purpose of the Indian Medical Council Act, 1956. The institution which grants admission to any student after the last date specified from the same shall also be liable to free such action as may be prescribed by NHM including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year.
- 3.1.7 The supplementary examination for 1st professional MBBS examination may be conducted within 6 months so that the students who pass can join the main batch and the failed students will have to appear in the subsequent year provided that the students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semester i.e. 18 months) for the second professional MBBS examination irrespective of the examination of the main batch

3.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION

6 MONTHS 6 MONTHS 6 MONTHS

1	2	
3	4	5
6	7	
8	9	

I Professional examination
(during second semester)

II Professional examination
(during fifth semester)

III Professional Part I
(during 7th semester)

III Professional Part II (Final
Professional)
(During 9th Semesters)

- 3.2.1 Passing in 1st Professional is Compulsory before 'proceeding to Phase-II training'
- 3.2.2 A student, who fails in the IInd professional examination, shall not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination
- 3.2.3 Passing in IIIrd Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however, passing of - Professional (Part I) is compulsory for being eligible for IIIrd Professional (Part II) examination
- 3.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.

Total Subject	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester	8th Semester	9th Semester	Total (Wks)
General***	6	-	4	-	4	6	6	26
Medicine	-	2	-	2	2	4	-	10
Paediatrics	-	2	-	-	-	-	-	02
Tuberculosis and Chest Diseases	-	2	-	2	-	2	-	06
Skin & STD	-	-	2	-	-	-	-	02
Psychiatry	-	-	-	-	2	-	-	02
Radiology*	-	-	-	-	-	-	-	02
General****	6	-	4	-	4	6	6	26
Surgery	-	-	4	4	-	-	2	10
Orthopaedics**	-	4	-	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	-	8
Ear Nose and throat	-	4	-	4	-	-	-	
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
Total (in weeks)	18	22	18	22	18	22	22	142

Clinical methods in ~~the~~ surgery for whole class will be for 2 weeks ~~respectively~~ respectively at the start of 3rd semester

- This posting includes training in Radio diagnosis and Radiotherapy where existent.
- This posting includes exposure to Rehabilitation and Physiotherapy
- This posting includes exposure to laboratory medicine and infectious diseases
- This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare\Planning.

3.3 Migration

- 3.3.1 Migration of students from one medical college to another medical College may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.
- 3.3.2 Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11 (2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.
- 3.3.3 The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.
- 3.3.4 For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which the migration is sought and the university to which that college is affiliated. He / She shall submit his application for migration within a period of one month of passing (Declaration of result) of the 1st Professional MBBS examination along with the above cited for "No Objection Certificates" to (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.
- 3.3.5 A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

Note-1:

The JNCT Professional University, Bhopal /Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

Note-2:

Any request for migration not covered under the provisions of these Regulations shall be referred to the National Medical Commission for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government institution concerned. The decision taken by the Council on such requests shall be final.

Note-3:

The Institution shall send intimation to the National Medical Commission about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

4. COMMENCEMENT OF COURSE:

- 4.1 The MBBS course shall commence with effect from 1st August of respective year or as per prevailing rules.
- 4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30th September of respective year or as per prevailing rules

5. REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

- 5.1 Examination Regulation – Essentialities for qualifying to appear in Professional examinations. The performance in essential component of training are to be assessed based on

5.1.1 Attendance

75% attendance in a subject for appearing in the examination is Compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practical's, hospital (Tertiary, Secondary, Primary) posting and bed side clinic set.

5.1.2 Internal Assessment

- 5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc:
- 5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment

5.1.2.4 Weight age for the internal assessment shall be 20% of the total marks in each subject

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

5.1.2.6 Internal assessment shall relate to different way in which Students participation in learning process during semesters is evaluated. Some examples are as follows:

- Preparation of subject for student's seminar.
- Preparation of a clinical case for discussion
- Clinical case study/problem solving exercise.
- Participation in Project for health care in the community (Planning stage to evaluation)
- Proficiency in carrying out a practical or skill small research project
- Multiple choice questions (MCQ) test after completion of a system/teaching. Each item tested shall be objectively assessed and recorded. Some of the item can be assigned as Homework / Vacationwork.

6. APPOINTMENT OF EXAMINERS:

6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a postgraduate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position

6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof of candidates appearing, be appointed

6.3 Non-medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate

...ns and five year teaching experience of medical ...
after obtaining their postgraduate qualifications. Provided further that
the 50% of the examiners (Internal & External) are from the medical
qualification stream.

6.4 External examiners shall not be from the same university and preferably be from outside the state.

6.5 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

6.6 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed second internal examiners by rotation in their subjects, provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

7. UNIVERSITY EXAMINATIONS : THEORY AND PRACTICAL/CLINICAL:

7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type, marks for each part indicated separately. Question papers should preferably be of short structure/objective type.

7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation.

7.3 Viva/oral includes evaluation of management approach and handling of emergencies. Candidates' skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc. to be evaluated.

7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

7.5 Question papers should preferably be of short structure/objective type.

7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.

7.7 During evaluation, shall be ascertained if the candidate has acquired the desired Practical skill.

7.8 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results Universities Examinations shall be held as under:-

7.8.1 First Professional.

In the second Semester of Phase I training, in the subjects of Anatomy, Physiology and Bio-Chemistry

7.8.2 Second Professional:-

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine

7.8.3 Third Professional-

Part I - in the Seventh Semester of Phase III, in the subjects Ophthalmology, Oto-rhyno-laryngology and Community Medicine.

7.8.4 Third Professional:-

Part II - (Final Professional) – At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

Note: Results of University examinations shall be declared before the start of teaching for next semester.

- Passing in 1st Professional is compulsory before proceeding to Phase II training
- A student, who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subject so IInd Professional examination.
- Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part II) examination

7.9 Distribution of marks to various disciplines:

7.9.1 First Professional examination: (Pre-clinical Subjects):-

> Anatomy:

Theory Two papers of 50 marks each
(One applied question of 10 marks in each paper) 100marks.
Oral (Viva) 20marks
Practical 40marks
Internal Assessment
(Theory-20, Practical-20) 40marks

Total	200marks
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> Physiology including Bio physics

Theory-Two papers of 50 marks each
(One applied question of 10 marks in each paper) 100marks
Oral (Viva) 20 marks
Practical 20 marks
Internal Assessment (Theory-20; Practical-20) 20 marks
(Theory-20, Practical-20) 40marks

Total	200 Marks
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8 Biochemistry

Theory – Two papers of 50 marks each (One applied question of 10 marks in each paper)	100 marks
Oral(Viva)	20 marks
Practical	40 marks
Internal Assessment (Theory20,Practical-20)	40 marks

Total	200marks
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Pass.In each of the subjects,a candidate must obtain 50% in aggregate with a minimum of 50% inTheory including orals and minimum of 50% in Practicals.

7.9.2 Second Professional Examination:(Para-clinical subjects)**Pathology**

Theory –Two papers of 40 marks each (One applied question of 10 marks each paper)	80 marks
Oral(Viva)	15 marks
Practical	25marks
Internal assessment(Theory-15;Practical-15)	30 marks

Total	150 marks
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Microbiology

Theory-Two papers of 40 marks each (One applied question of 10 marks each paper)	80marks
Oral(Viva)	15marks
Practical	25 marks
Internal assessment (Theory15;Practical-15)	30 marks

Total	150 marks
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Pharmacology

Theory-Two papers of 40 marks each Containing one question on clinical the rapeutics	80 marks
Oral (Viva)	15marks
Practical	25marks
Internal assessment (Theory-15;Practical-15)	30 marks

Total	150 marks
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Forensic Medicine

Theory one paper	40 Marks
Oral (Viva)	10marks
Practical	30marks
Internal assessment (Theory-10;Practical -10)	20 marks

Total	100 marks
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Pass in each of the subjects a candidate must obtain 50% aggregate with a minimum of 50% in theory including oral and minimum of 50% in practicals /clinical

IIIrd Professional—PartI (Clinica lSubjects) Part1.To be conducted during end period of seventh semester.

Ophthalmology

Theory : One paper	40marks
(Should contain one question on pre-clinical and para-clinical aspects, of	10marks
Oral(Viva)	10 marks
Clinical	30 marks
Internal assessment(Theory-10,Practical-10	20 marks
Total	100marks

Oto-Rhino-Laryngology

Theory One paper	40marks
(Should contain one question on pre-clinical and para-clinical aspects, of	10marks
Oral(Viva)Clinical	10 Marks
Internalassessment	30 Marks
(Theory10,Practical-10)	20 Marks
Total	100 Marks

Community Medicine including Humanities

Theory Two papers of 60 marks each1	120 marks
(Includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agrobased) diseases, rehabilitation and social aspects of community).10 Marks	
Oral (Viva)	30 Marks
Practical/Projectevaluation	40 Marks
Internal assessment (Theory20, Practical-20)	20 Marks
Total	200 Marks

Pass:

In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% onPracticals/ clinicals

7.9.4Third Professional—PartI

Each paper shall have two sections. Questions requiring essay type answers may be avoided

> Medicine

Theory-Two papers of 60 marks each	120 marks
PaperI-General Medicine	
PaperII—General Medicine (including Psychiatry,Dermatology and S.T.D.)	
(Shall contain one question on basic sciences and allied subjects)	
Oral(Viva)InterpretationofX-rayECG,etc.	20 marks
Clinical (Bedside)	100 marks
Internal assessment	60 marks
(Theory-30,Practical-30)	30 Marks

Total	300marks
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➤ Surgery

Theory-Two papers of 60 marks each	120 marks
Paper-1-General Surgery(Section1)Orthopaedics (Section2)	
PaperII- General Surgery including An aesthesiology, Dental diseases and Radiology.(Shall contain one basic sciences and allied subjects)	
	100 Marks
Oral (Viva)Interpretation of Investigative data	20 Marks
Clinical (BedSide)	60 Marks
Internal assessment	60marks
(Theory-30;Practical-30)	30marks

Total	390
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Paper 1 of Surgery shall have one section in Orthopedics The quest on Orthopedic Surgery be set and assessed by examiners who are teachers in the orthopaedic surgery.

➤ Obstetrics and Gynaecology

Theory Two papers of 40 marks each	80 marks
PaperI-Obstetrics including social obstetrics.	
PaperII-Gynaecology,Family Welfare and Demography	
(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva)including record of dell verycases(20+10)	30 marks
Clinical	50 marks
Internal assessment	
(Theory-20; Pratical20)	40 marks

Total	200marks
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☐ Paediatrics (Including Neonatolog)

One paper	40marks
(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva)	10marks
CIINiCdi	30marks
Internal assessment	20marks
(Theory-10;Practical-10marks)	10 marks
Total	100 marks

Pass in each of the subjects a candidate must obtain 50% In aggregate with a minimum of 50% in Practical/Clinical.

710 Criteria for Passing

7.10.1 Results of University examinations shall be preferably declared before the start of teaching for next semester

7.10.2 Passing in 1st Professional is compulsory before proceeding to Phase II Training.

7.10.3 A student who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of II Professional examination.

7.10.4 Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part-II) examination

7.11. Division and Merit list

7.11.1. The division shall be awarded only after 3rd part II University examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the 1st, 2nd, 3rd part I and 3rd part II MBBS University examinations

There shall be only three divisions as follows-

- Distinction/honors : 75% and above
- 1st division : 60% and above but below 75%
- 2nd division : 50% and above but below 60%

7.11.2 The merit shall be declared by the university after the declaration of result of 3rd Part II M B B S university examination on the basis of the integrated performance of all the four MBBS. university examinations. The merit list shall include first 10 candidates securing at least 1st division and passing all MBBS university examination in first attempts with all subjects taken together.

7.12. Condonation of deficiency in marks

7.12.1 Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing shall not exceed one percent of aggregate marks in that examination up to maximum of 5 marks or as decided by University policy..

7.12.2 Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination in the same attempt.

7.12.3 Provided further that the benefit of total gracing marks under this Ordinance, may be divided between more than one subjects if the candidate passes the entire Examination in the same attempt.

7.12.4 Provided further that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks can not be claimed.

7.12.5 After a ward of grace marks the result of the concerned M.B.B.S. University examination shall be declared as "Pass by grace".

8. REVALUATION

- 8.1 **Re-totaling-** The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- 8.2 **Revaluation** – Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time such answer script shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

9. INTERNSHIP:

Internship is a phase of training wherein a graduate will acquire the skills and Competencies for practice of medical and health care under supervision so that he/she can be certified for independent medical practice as an Indian Medical Graduate in order to make trained work force available, it may be considered as a phase of training where in the graduate is expected to conduct actual practice under the supervision of a trained order, The learning methods have to be done during the MBBS course itself with larger number of hands on session and practice on simulators.

- 9.1 **Goal:** The goal of the internship programme is to train medical students to fulfill their roles as doctors of first contact in the community
- 9.2 **Objectives:** At the end of the internship period, the medical graduate will possess all competencies required of an Indian Medical Graduate, namely
- 9.2.1 Independently provide preventive, promotive, curative and palliative care with compassion.
 - 9.2.2 Function as leader and member of the health care team and health system.
 - 9.2.3 Communicate effectively with patients, families, colleagues and the Community,
 - 9.2.4 Be certified in diagnostic and the therapeutic skills in different disciplines of medicine taught in the undergraduate programme,
 - 9.2.5 Be a life long learner committed to continuous improvement of skills and knowledge,
 - 9.2.6 Be professional committed to excellence and is ethical, responsive and accountable to patients, community and profession..

9.3 Time Distribution

Community Medicine(Residential posting)	2months
General Medicine including IS days of Psychiatry	2months
General Surgery including 15 days Anaesthesia	2 months
Obstetrics & Gynaecology including Family Welfare Planning	2months
Pediatrics	1month
Orthopaedics including PM & R	1month
Otorhinolaryngology	15days
Ophthalmology	15days
Casualty	15days
Elective posting(1x15days)	15 days

Subjects for Elective posting will be as follows

- Dermatology, Venereology & Leprosy
- Respiratory Medicine
- Radiodiagnosis
- Forensic Medicine & Toxicology
- Blood Bank
- Psychiatry

Note:- Structure internship with assessment at the end in the college.

9.4 GENERAL CONSIDERATIONS AND TEACHING APPROACH

The provisions contained in Part – II of these Regulations shall apply to the MBBS course starting from academic year 2019-20 onwards.

9.4.1 Indian Medical Graduate Training Programme

The undergraduate medical education programme is designed with a goal to create an "Indian Medical Graduate" (IMG) possessing requisite knowledge, skills, attitudes, values and responsiveness, so that she or he may function appropriately and effectively as a physician of first contact of the community while being globally relevant to achieve this, the following national and institutional goals for the learner of the Indian Medical Graduate training programme are hereby prescribed.

9.4.2 National Goals:

At the end of undergraduate program, the Indian Medical Graduate should be able to:

Recognize "health for all" as a national goal and health right of all citizens and by undergoing training for medical profession to fulfill his/her social obligations towards realization of this goal.

- Learn every aspect of National policies on health and devote her / him to its practical implementation.
- Achieve competence in practice of holistic medicine, encompassing, promotive, preventive, curative and

- Rehabilitative aspects of common diseases.
- Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living
- Become exemplary citizen by observance of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.

9.4.3 Institutional Goals'

- 9.4.3.1 In consonance with the national goals *each* medical institution should evolve institutional goals to define the kind of trained manpower (or professionals) they intend to produce. The Indian Medical Graduates coming out of a medical institute should be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 9.4.3.2 be competent to practice preventive, promotive, curative, palliative and rehabilitative medicine in respect to the commonly encountered health problems.
- 9.4.3.3 Appreciate rationale for different therapeutic modalities; be familiar with the administration of essential medicines and their common adverse effects
- 9.4.3.4 be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 9.4.3.5 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills.
- 9.4.3.6 be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:
- 9.4.3.7 Family Welfare and Maternal and Child Health (MCH)
- 9.4.3.8 Sanitation and water supply
- 9.4.3.9 Prevention and control of communicable and non-communicable diseases.
- 9.4.3.10 Immunization

9.4.3.11 Education

- 9.4.3.12 Indian Public Health Standards (IPHS), at various levels of service delivery.
- 9.4.3.13 Bio medical waste disposal
- 9.4.3.14 Organizational and /or institution arrangements.
- 9.4.3.15 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, hospital management, inventory skills and counseling.
- 9.4.3.16 Be able to identify community health problems and learn to work to Resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 9.4.3.17 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 9.4.3.18 Be competent to work in a variety of health care settings
- 9.4.3.19 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

10. All efforts must be made to equip the medical graduate to acquire the desired skills**10.1. Goals and Roles for the Learner**

In order to fulfill the goal of the IMG training programme, the medical graduate must be able to function in the following roles appropriately and effectively-

- 10.1.1 Clinician who understands and provides preventive, promotive, Curative, palliative and holistic care with compassion.
- 10.1.2 Leader and member of the health care team and system with capabilities to collect, analyze, synthesize and communicate health data appropriately
- 10.1.3 Communicate with patients, families, colleagues and community.
- 10.1.4 Life long learner committed to continuous improvement of skills and knowledge
- 10.1.5 Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and profession.

- **11 Competency Based Training Programme of the Indian Medical Graduate:**

Competency based learning would include designing and implementing medical education curriculum that focuses on the desired and observable ability in real life situations. In order to effectively fulfill the roles, the Indian Medical Graduate would have obtained the following set of competencies at the time of graduation:

- 11.1 Clinician, who understands and provides preventive, promotive, curative, palliative and holistic care with compassion
- 11.2 Demonstrate knowledge of normal human structure, function and development from a molecular, cellular, biologic, clinical, behavioural and social perspective.
- 11.3 Demonstrate knowledge of abnormal human structure, function and development from a molecular, cellular, biological, clinical, behavioural and social perspective
- 11.4 Demonstrate knowledge of medicolegal, societal, ethical and humanitarian principles that influence health care
- 11.5 Demonstrate knowledge of national and regional health care policies including the National Health Mission that incorporates National Rural Health Mission (NRHM) and National Urban Health Mission (NUHM), frameworks, economics and systems that influence health promotion, healthcare delivery, disease prevention, effectiveness, responsiveness, quality and patient safety.
- 11.6 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and care givers, a history that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.7 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and care givers, a history that is to gender, age, vulnerability, social and economic status, patient preferences belief and value,
- 11.8 Demonstrate ability to perform a physical examination that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.9 Demonstrate ability to perform a physical examination that is contextual to social and economic status, patient preferences and values
- 11.10 Demonstrate effective clinical problem solving, judgment and ability to interpret and integrate available data in order to address patient problems, generate differential diagnoses and develop individualized management plans that include preventive, promotive and the therapeutic goals.
- 11.11 Maintain accurate clear and appropriate record of the patient in conformation with legal and administrative frameworks.

- 11.12 Demonstrate ability to choose the appropriate diagnostic tests and interpret these based on scientific validity, cost effectiveness and clinical context.

11.13 Demonstrate ability to prescribe and safely administer appropriate the rapies including nutritional interventions, pharmaco therapy and interventions based on the principles of rational drug therapy, scientific validity, evidence and cost that conform to established national and regional health programmes and policies for the following:

11.14 Disease prevention,

11.15 Ealth promotion and cure,

11.16 Pain and distress alleviation, and

11.17 Rehabilitation.

11.18 Demonstrate ability to provide a continuum of care at the primary and/or secondary level that addresses chronicity, mental and physical disability.

11.19 Demonstrate ability to appropriately identify and refer patients who may require specialized

11.20 Demonstrate familiarity with basic, Clinical and translational research as it applies to the care of the patient.

11.21 Leader and member of the health care team and system

11.21.1 Work effectively and appropriately with colleagues in an inter professional health care team respecting diversity of roles responsibilities and competencies of other professionals.

11.21.2 And function effectively, responsibly and appropriately as a health care team leader in primary and secondary health care settings

11.21.3 Educate and motivate of their members of the team and work in a collaborative and collegial fashion that will help maximize the health care delivery potential of the team.

11.21.4 Access and utilize components of the health care system and health delivery in a manner that is appropriate, cost effective, fair and in compliance with the national health care priorities and policies, as well as be able to collect, analyze and utilize health data.

11.21.5 Participate appropriately and effectively in measures that will advance quality of health care and patient safety within the health care system.

11.21.6 Recognize and advocate health promotion, disease prevention and health care quality improvement through prevention and early recognition. in a) life style diseases and b) cancers, in collaboration with of her members of the health care team.

11.22 Communicator with patients, families, colleagues and community

11.22.1 Demonstrate ability to communicate adequately, sensitively, effectively and respectfully with patients in a language that the patient understands and in a manner that will improve patient satisfaction and health care outcomes.

- 11.22.2 Demonstrate ability to establish professional relationships with patients and families that are positive, understanding, humane, ethical, empathetic, and trust worthy
- 11.22.3 Demonstrate ability to communicate with patients in a manner respectful of patient's preferences, values, prior experience, beliefs, confidentiality and privacy.
- 11.22.4 Demonstrate ability to communicate with patients, colleagues and families in a manner that encourages participation and shared decision-making.
- 11.23 Lifelong learner committed to continuous improvement of skills and knowledge**
 - 11.23.1 Demonstrate ability to perform an objective self-assessment of knowledge and skills, continue learning, refine existing skills and acquire new skills.
 - 11.23.2 Demonstrate ability to apply newly gained knowledge or skills to the care of the patient.
 - 11.23.3 Demonstrate ability to introspect and utilize experiences, to enhance personal and professional growth and learning.
 - 11.23.4 Demonstrate ability to search (including through electronic means), and critically evaluate the medical literature and apply the information in the care of the patient.
 - 11.23.5 Be able to identify and select an appropriate career pathway that is professional rewarding and personally fulfilling.
- 11.24 Professional who is committed to excellence, is ethical, responsive and accountable to patients, community and the profession**
 - 11.24.1 Practice selflessness, integrity, responsibility, accountability and respect
 - 11.24.2 Respect and maintain professional boundaries between patients, colleagues and society.
 - 11.24.3 Demonstrate ability to recognize and manage ethical and
 - 11.24.4 Abide by prescribed ethical and legal code so conduct and practice
 - 11.24.5 Demonstrate a commitment to the growth of the medical profession as a whole.

11.25 Broad Outline on training format

In order to ensure that training is in alignment with the goals and competencies

There shall be a 'Foundation Course' to orient medical learners to MBBS programme, and provide them with requisite knowledge, communication (including electronic), technical and language skills.

- a. The curricular contents shall be vertically and horizontally aligned and integrated to the maximum extent possible in order to enhance learner's interest and eliminate redundancy and overlap.
- b. Teaching-learning methods shall be learner centric and shall predominantly include small group learning, interactive teaching methods and case based learning.

- c. ~~Clinical training~~ shall emphasize early clinical exposure, ~~and~~ certification in essential skills, community/primary/secondary care-based learning experiences and emergencies.
- d. Training shall primarily focus on preventive and community based approaches to health and disease, with specific emphasis on national health priorities such as family welfare, communicable and non-communicable diseases including cancer, epidemics and disaster management
- e. Acquisition and certification of skills shall be through experiences in patient care, diagnostic and skill laboratories.
- f. The development of ethical values and overall professional growth as an integral part of curriculum shall be emphasized through a structured longitudinal and dedicated programme on professional development including attitude, ethics and communication.
- g. Progress of the medical learner shall be documented through structured periodic assessment that includes formative and summative assessments. Logs of skill based training shall be also maintained. Appropriate Faculty Development Programmes shall be conducted regularly by institutions to facilitate medical teachers at all levels to continuously update their professional and teaching skills, and align their teaching skills to curricular objectives

12 CANCELLATION OF ADMISSION:

- 12.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution
- 12.1.1 He/She is not found to be qualified or eligible as per NMC norms and guidelines
 - 12.1.2 He/ She is found to have produced false / forged documents or found to have used unfair means to secure admission.
 - 12.1.3 He/ She is found to be involved in serious breach of discipline in the institution or the university campus.

13 GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/ Director/ Principal/ Head of Department/ Institutions/ Constituent College/ Schools. The decision of the Vice Chancellor shall be final.

APPENDIX- A

Prescribed Teaching Hours:-

Following minimum teaching hours are prescribed in various disciplines,

14. Pre-Clinical Subjects (Phase –I First and Second Semester)

Anatomy	: 650 Hrs.
Physiology	: 480 Hrs.
Bio-Chemistry	: 240 Hrs.
Community Medicine	: 60 Hrs.

15. Pre-Clinical Subjects (Phase –II 5th and 7th Semester)

Pathology	: 300 Hrs.
Physiology	: 300 Hrs.
Microbiology	: 250 Hrs.
Community Medicine	: 60 Hrs.(Including 8 weeks posting of 3 hrs each)

Forensic Medicine : 100 Hrs Teaching of Para-clinical Subjects shall be 4Hrs Per day in 3rd Semester and 3Hrs per Day in 4th and 5th Semester

A. Clinical Subjects

a. Clinical Posting as per chart attached.

16. Theory lectures, demonstrations and Seminars etc in addition of clinical postings as under The clinical lectures to be held from 4th Semester onwards (See attached time table)

Subject	Duration
Gen. Medicine	300 Hrs.
Gen. Surgery	300 Hrs.
Pediatrics	100 Hrs
Orthopedic	100 Hrs
TB.& Chest	20 Hrs
Ophthalmology	100 Hrs
Psychiatry	20 Hrs
ENT	70 Hrs
Skin and STD	30 Hrs
Radiology	20 Hrs
Community Medicine	50 Hrs
Dentistry	10 Hrs
Anesthesia	300 Hrs

NOTE:-

- This period of training is minimum suggested.
- Adjustments where required depending on availability of time shall be made
- This period of training does not include university exams nation period.

ORDINANCE No - 36**DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY (M.S.)****GENERAL RULE**

These general rules are subject total iterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

1. SUBJECTS OF AWARDS

<u>M.D.</u>
1 Anesthesiology
2 Anatomy
3 Biochemistry
4 Community Medicine
5 Dermatology, Venerology and Leprosy
6 Family Medicine
7 Forensic Medicine
8 General Medicine
9 Geriatrics
10 Hospital Administration
11 Immuno Hematology and Blood Transfusion
12 Microbiology
13 Nuclear Medicine
14 Pathology
15 Pediatrics
16 Pharmacology
17 Physical Medicine Rehabilitation
18 Physiology
19 Psychiatry
20. Radio-diagnosis
21 Radiation Oncology
22 Sports Medicine
23 Respiratory Medicine
24 Emergency Medicine
25 Palliative Medicine
26 Master of Public Health (Epidemiology)

<u>MS.</u>
1. Otorhinolaryngology
2: General Surgery
3. Ophthalmology
4. Orthopedics
5. Obstetrics & Gynecology
6. Traumatology & Surgery

2. AIMS & OBJECTIVES:**2.1 AIMS:**

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 2.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy
- 2.1.2 Who shall have mastered most of the competencies, pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system,
- 2.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned,
- 2.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology, and
- 2.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

2.2 OBJECTIVES:

At the end of the postgraduate training in the discipline concerned the student shall be able to:-

- 2.2.1 Recognize the importance to the concerned specialty in the context of the health needs of the community and the national priorities in the health section
- 2.2.2 Practice the specialty concerned ethically and in step with the principles of primary health care.
- 2.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned specialty.
- 2.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning the therapeutic, rehabilitative, preventive and primitive measure/strategies
- 2.2.5 Diagnose and manage majority of the conditions in the specialty concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 2.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the specialty.
- 2.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 2.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit inter personal behavior in accordance with the societal norms and expectations.
- 2.2.9 Play the assigned role in the Implementation of national health program, effectively and responsibly.

- 2.2.10 Organize and use the chosen/assigned health care services demonstrating adequate Managerial skills in the clinic/hospital or the field situation
- 2.2.11 Develop skills as a self directed learner, recognize continuing education needs, select and use appropriate learning resources
- 2.2.12 Demonstrate competence in basic concept so research methodology and epidemiology, and be able to critically analyst relevant published research literature
- 2.2.13 Develop skill sinusing educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers
- 2.2.14 Function as an effective leader of a health team engaged in health care, research or training.

2.3 STATEMENT OF THE COMPETENCIES:

Keeping in view the general objectives of post graduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the programs so tha the or she can direct the efforts towards the attainment of these competencies.

2.4 COMPONENTS OF THE POST GRADUATE CURRICULUM:

The major components of the Post graduate curriculum shall be:

- 2.4.1 Theoretical knowledge
- 2.4.2 Practical and clinical skills
- 2.4.3 Writing Thesis/Research articles.
- 2.4.4 Attitudes including communication skills.
- 2.4.5 Training in research methodology, Medical Ethics and Medicolegal aspects.-

3. COURSE STRUCTURE:

3.1 Training Period and Time Distribution

The period of training for obtaining the degrees shall be three complete years Including the period of examination

Provided that in the case of students having are cognized two year post graduate diploma course in the same subject, the period of training, including the period of examination, shall be two years

3.2 Timing of Examinations

The examinations shall be organized on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and

competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M S., /M D, shall be held at the end of 3 academic years(six academic terms)The academic terms shall mean six months training period.

4. GOAL:

- 4.1 The goal of post graduate medical education shall be to produce competent specialist and/or Medical Teacher
- 4.2 Who shall recognize the health needs of the community, and carryout Professional obligation ethically and in keeping with the objectives of the national health policy.
- 4.3 Who shall have mastered most of the competencies pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system
- 4.4 Who shall be aware of the contemporary advance and developments in the discipline concerned
- 4.5 Who shall have acquired a spirit of scientific Inquiry and is oriented to the principles of research methodology and epidemiology,
- 4.6 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

5. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

5.1 Eligibility Criteria: Candidate for M.D./M.S. degree must be

5.1.1 An M.B.B.S. of any University recognized by the National Medical Commission.

5.1.2 Completed one year of Internship by year of admission. Cutoff date declared by Competent Authority / Central Council.

5.2 Selection of Students: Students for Postgraduate medical courses shall be selected strictly on the basis of their academic merit:

5.2.1 The merit as determined by 'Common Entrance Test' conducted by JNCT Professional University/ Central Council.

Provided that wherever entrance test for Postgraduate admission is held the minimum percentage of marks for eligibility for admission to postgraduate medical courses shall be fifty per cent for general category candidates and 40 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes and Other Backward classes or as prescribed by Statutory Body/Competent Authority.

5.3 Migration: Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority..

6. COMMENCEMENT OF COURSE

The M.D /M.S. course shall commence with effect from 2nd May of respective year or as prescribed by Statutory Body/Competent Authority.

7. REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

7.1 Examination Regulations Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

7.1.1 Attendance :- All candidates joining the Post Graduate training programme shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

7.1.2 Internal Assessment:-

7.1.2.1 Post Graduate students shall maintain a record (log) book of the work carried out by them and the training programme undergone during the period of training including details of surgical operations assisted or done independently by M.S. candidates.

7.1.2.2 The record books shall be checked and assessed by the faculty members imparting the training.

7.1.2.3 Internal assessment shall also be based on the following:

7.1.2.3.1 Basic Medical Sciences Lectures, Seminars, Journal Clubs. Group Discussions, Participation in laboratory and experimental work, and involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.

7.1.2.3.2 Clinical disciplines In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds, and Clinico-Pathological Conferences; practical training in

Diagnosis and medical and Surgical treatment, as well as in allied clinical specialities.

8. APPOINTMENT OF EXAMINERS

- 8.1 No person shall be appointed as an internal examiner in any subject unless he/she has three years experience as recognized PG teacher in the concerned subject. For external examiners, he/she should have minimum six years of experience as recognized PG teacher in the concerned subject.
- 8.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause - 1 above shall ordinarily be invited from another recognized University, from outside the State: provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result in such a case shall be published with the approval of Medical Council of India.
- 8.3 An examiner shall ordinarily be appointed for not more than two consecutive terms.
- 8.4 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject
- 8.5 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

9. UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

9.1 Thesis

- 9.1.1 Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written and submitted in the form of a thesis
- 9.1.2 Thesis shall be submitted and approved before commencement of theory and clinical / practical examination

- 9.1.3 The thesis shall be examined by a minimum of four examiners, two internal and two external, and on acceptance of the thesis by minimum two examiners, including one external, the candidate shall be eligible for appearing for final examination

9.2 Theory

- 9.2.1 There shall be four theory papers,
- 9.2.2 One paper out of these shall be on Basic Medical Sciences, and fourth paper on Recent Advances.
- 9.2.3 The second and third paper shall be based on syllabus as specified by the concerned subject specialty
- 9.2.4 The first and fourth theory paper shall be set and evaluated by two internal examiners and the second and third paper shall be set and evaluated by two external examiners
- 9.2.5 The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

SCHEME OF THEORY EXAMINATION:

Pattern of Question Paper is same for M.D./M.S. as given below

Q. No.	Nature of Questions	Division of Marks	Total Marks
1.	Long Answer Question	1 X 20	20 Marks
2.	Long Answer Question	1 X 20	20 Marks
3.	6 SAQs (a) (b) (c) (d) (e) (f)	6 X 10	60 Marks
<ul style="list-style-type: none"> There shall be Three Long answer Questions where the candidate has to attempt any Two out of Three There shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight 			

PAPER WISE DISTRIBUTION OF TOPIC IS AS GIVEN BELOW. PG

COURSES: - M.D.

SN	COURSE TITLE	SUBJECT NAME	PAPER NO. & TOPICS
1.	M.D.	GENERAL MEDICINE	I. Basic Sciences in General Medicine, Genetics, and Nutrition.
			II. Cardio-Vascular system, Respiratory System Nephrology, Rheumatology, Immunology, Infectious diseases, Dermatology.
			III. Gastroenterology, Nervous system, Psychiatry, Hematology, Oncology, Endocrinology, Miscellaneous.
			IV. Recent Advances in General Medicine.
2	M.D.	PATHOLOGY	I. General Pathology including General Neoplasia, Immunopathology and cytopathology.
			II. Systemic Pathology including Systemic Neoplasia.
			III. Haematology, Transfusion medicine, Immunohaematology including Recent Advances.
			IV. Clinical Pathology, Chemical Pathology, Pathology of infectious diseases, Recent Advances.
3.	M.D.	MICROBIOLOGY	I. General Microbiology & Immunology
			II. Systemic Bacteriology,
			III. Mycology & Virology
			IV. Parasitology & Recent Advances
4	M.D.	PHARMACOLOGY	I. Screening and evaluation of drugs (Animal and Clinical), Clinical Pharmacology, General Pharmacology, Biostatistics.
			II. Systemic Pharmacology
			III. Applied Pharmacology including Therapeutics, Miscellaneous topics (GIT, RS. Autocolds, vitamins, skin, ocular Pharmacology, Immunopharmacology, chelating agents, Drugs and Pregnancy)
			IV. Recent Advances.

5	M.D.	PREVENTIVE & SOCIAL MEDICINE (COMMUNITY MEDICINE)	<p>I.</p> <ul style="list-style-type: none"> a. History of Public Health and Community Medicine. b. Behavioural sciences and Health c. Information, Education, Communication and Counselling d. Microbiology including Entomology, Parasitology and Immunology e. Environmental health and Ecology, Public Health Chemistry f. General Epidemiology, Biostatistics and Research Methodology g. Concept of health and disease <p>II.</p> <ul style="list-style-type: none"> a. Diet and nutrition in health and disease b. Epidemiology of communicable diseases and non-communicable diseases c. Occupational Health d. Genetics and Counselling <p>III.</p> <ul style="list-style-type: none"> a. Maternal Health, Child Health, RCH Demography and Family welfare b. Cares of special groups viz. school health, adolescent health and Geriatrics c. Care of disabled, Community based Rehabilitation Tribal Health d. Public Health emergencies and calamities <p>IV.</p> <ul style="list-style-type: none"> a. Health and Hospital Administration b. Health care delivery including National health programmes c. Public health legislation d. Mental health e. International health f. Voluntary Health Organisation, NGO'S g. Management and Health h. Health Economics i. Recent Advances
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6.	M.D.	PAEDIATRICS	I.	Basic Sciences of Anatomy, Physiology related to genetic.
			II.	Neonatology, Social Sciences related to Paediatrics
			III.	Systemic diseases in Paediatrics: - Respiratory Cardiology, C.V.S., Neurology, Haematology, Nephrology, Rheumatology, Immunology, Metabolic, Gastroenterology, Growth and Development, Congenital and acquired disorder of ear, nose, throat and joints, Endocrine System and Miscellaneous diseases.
			IV.	Recent advances in Paediatrics
7.	M.D.	RADIO- DIAGNOSIS	I.	Radiation physics, Protective measures & Physics involving imaging techniques and related basic sciences e.g. Anatomy, Physiology and Pathology.
			II.	Radiological Imaging in congenital & systemic diseases - I
			III.	Radiological Imaging in congenital & systemic diseases - II
			IV.	Miscellaneous, Radiological procedures, Interventional Radiology, Recent advances and newer techniques.
8	M.D.	PSYCHIATRY	I.	Basic Sciences and application
			II.	Neuro Psychiatry
			III.	Clinical Psychiatry Part - I
			IV.	Clinical Psychiatry Part II Recent Advances
9.	M.D.	DERMATOLOG Y, VENEREOLOGY , LEPROSY,	I.	Basic Science in relation to Dermatology, Venereology, Leprosy, Cosmetology, Dermatosurgery and HIV/AIDS
			II.	Skin Diseases, Deramatotherapeutics, Cosmetology and Dermatosurgery.
			III.	HIV/AIDS, Venereology and
			IV.	Recent advances

10.	M.D.	BIOCHEMISTRY	I.	General Biochemistry and Instrumentation
			II.	Metabolism and Nutrition
			III.	Clinical Biochemistry
			IV.	Molecular Biology, Biotechnology & Recent Advances in clinical Biochemistry
11.	M.D.	PHYSIOLOGY	I.	General physiology, Cellular physiology, Applied Biochemistry, Biophysics and Biostatistics, History of Physiology, Comparative Physiology
			II.	Nerve muscle, Blood, Cardiovascular system, Respiratory System, Gastrointestinal system, Renal Physiology.
			III.	Endocrine, special senses, Nervous system, Reproductive system
			IV.	Exercise Physiology, Nutrition, recent advances, Medical education technology, stress relaxation, medical ethics & applied physiology.
12.	M.D.	ANAESTHESIOLOGY	i.	Basic Sciences related to Anaesthesia (History, Anatomy, Physiology, Pharmacology, Pathology, Physics, Instrument & Equipments, etc.)
			ii.	Theory & Practice of Anaesthesia 1. Cardio Vascular System. 2. Respiratory System. 3. Neuro Surgery. 4. Obstetrics & Gynecology 5. Orthopaedics 6. Ophthalmology
			III.	Theory & Practice of Anaesthesia 1. Paediatrics. 2. Renal & Hepatic system. 3. Endocrines. 4. Haemopoetics. 5. Geriatrics 6. E.N.T. 7. Out Patient Anesthesia & Dental Anaesthesia. 8. Nerve Blocks.
			IV.	Recent Advances in Anaesthesia. Applied Medicine in Relation to Anaesthesia. Theoretical Aspects of pain and pain relief including

			postoperative & Cancer pain.
13.	M.D.	RADIATION ONCOLOGY	I. Radiation Physics, Radio biology & Basic Medical Sciences
			II. Principles, Practice & Techniques of Radio Therapy & oncology
			III. Principles & Practice of Chemotherapy & Radiotherapy
			IV. Recent Advances in oncology (Radiotherapy & Chemotherapy)
14.	M.D.	ANATOMY	I. General and gross anatomy including corresponding microanatomy and embryology and clinical anatomy of Head, Face, Neck and Thorax.
15.	M.D.	RESPIRATORY MEDICINE	II. Gross anatomy including corresponding microanatomy and Embryology and clinical anatomy of Abdomen, Pelvis and Perineum and superior and inferior extremity.
			III. Neuroanatomy including corresponding microanatomy, embryology and clinical anatomy.
			IV. Genetics, Radiological Anatomy, Sectional Anatomy, Clinical Anatomy and Recent Advances.
			I. Basic Sciences - Anatomy, Physiology, Pathology, Microbiology, Pulmonary and extra pulmonary T.B., Public Health, Surgical aspects.
			II. Non-Tubercular Pulmonary Diseases.
			III. Internal Medicine as applied to pulmonary Medicine.
			IV. Recent advancement in pulmonary medicine.

PG COURSES: - M.S.			
SN	COURSE TITLE	SUBJECT NAME	PAPER NO. & TOPICS
1	M.S.	GENERAL SURGERY	<p>I. Basic Sciences: Anatomy, Physiology and Other basic science topics covered in syllabus including Introduction to Surgery, Basic Surgical Principles. Wounds, tissue repair and scars. Critical care; fluid, electrolyte and acid-base balance; blood transfusion. Nutritional support and rehabilitation. Anaesthesia and pain relief. Wound infection. Special Infections. Acquired immunodeficiency Syndrome (AIDS). Sterile precautions. Transplantation. Tumours, Cysts, Ulcers, Sinuses. Plastic and reconstructive surgery, skin lesions. Burns. Arterial disorders. Venous disorders. Lymphatic system. Day surgery. Audit in surgery. Surgical ethics.</p> <p>II. General Surgery Including Clinical Surgery: Eye and orbit. Cleft lip and palate, developmental abnormalities of the face, palate, jaws and teeth. Maxillofacial injuries. Nose and sinuses. Ear. Oral and oropharyngeal cancer and precancer. Salivary gland disorders. Pharynx, larynx and neck. Thyroid gland and the thyroglossal tract. Parathyroid and Adrenal glands. Breast. Thorax. Heart and Pericardium.</p> <p>III. General Surgery Including Subspecialties: Anastomoses, Oesophagus. Stomach and duodenum. Liver. Spleen. Gallbladder and bile ducts. Pancreas. Peritoneum, omentum, mesentery and retroperitoneal space. Small and large intestines. Intestinal obstruction. Vermiform appendix. Rectum. Anus and anal canal. Hernias, Umbilicus, Abdominal wall. Principles of Laparoscopic surgery.</p> <p>IV. Recent Advances: Orthopedics: Musculoskeletal disorders. Fracture and Dislocations - General, specific. Diseases of bones and joints - infection, tumours, generalised diseases and chronic joint diseases, congenital disorders. Wrist and hand. Foot. Nervous system: Neurological disorders affecting the musculoskeletal system. Spine, vertebral column and spinal cord. Nerves. Cranium (Scalp, skull, brain). Genito -Urinary System: Urinary symptoms, Investigation of the urinary tract, anuria. Kidneys and ureters. Urinary bladder. Prostate and seminal vesicles. Urethra and penis. Testis and scrotum.</p>

2	M.S.	OPHTHALMOLOGY	I.	Anatomy, Physiology and optics of the eye.
			II.	Ophthalmic Medicine and Surgery.
			III.	Ophthalmology in relation to medicine
			IV.	All New Techniques and innovations in Ophthalmology.
3	M.S.	OTORHINOLARYNGOLOGY	I.	Basic sciences including pharmacology in relation to ENT and recent advances.
			II.	Diseases of Ear and Recent Advances.
			III.	Diseases of Nose and Para nasal Sinuses and recent advances.
			IV.	Diseases of Throat, Head and Neck include Tracheobronchial tree and Oesophagus Recent Advances.
4	M.S.	ORTHOPAEDICS	I.	Basic and Applied Sciences as related to Orthopaedics
			II.	Orthopaedics Traumatology
			III.	Orthopaedic Diseases
			IV.	Recent Advances
5	M.S.	OBSTETRICS AND GYNAECOLOGY	I.	Basic Sciences in Obstetrics and Gynaecology including the diseases of the newborn.
			II.	Clinical Obstetrics includes newborn.
			III.	Clinical Gynaecology.
			IV.	Recent Advances in Ob/Gy.

9.3 CLINICAL / PRACTICAL AND ORAL EXAMINATION

Practical examination shall consist of carrying out special investigative techniques for Diagnosis and Therapy.

Oral examination shall be comprehensive to test the candidate's overall knowledge of the Subject.

SCHEME OF PRACTICAL EXAMINATION: -

- i) Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a minimum one long case and two short cases.

- ii) Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects
- iii) The oral examination shall be through and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination.
- iv) The maximum number of candidates to be examined in clinical/Practical and viva on any day shall not exceed 8 for M.D./M.S. degree
- v) All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce.

1. M.D. (GENERAL MEDICINE) PRACTICAL SCHEME: -

SN	Heads	Description	Marks	Preparation time	Assessment time
1.	Long Cases (Two)	1 Neurology case 1 Non-Neurology case	100 each = 200	45 min each	20 min
2.	Short Cases (Two)	Of systems other than the system of long cases	50 each = 100	15 min each	10 min
3.	Viva (Four Tables)	Radiology (X-Rays, CT, MRI)	25		5 min
		ECG/Lab investigations	25		5 min
		Therapeutics	25		5 min
		Emergencies	25		5 min
		TOTAL PRACTICAL MARKS	400		

2. M.D. (PATHOLOGY) PRACTICAL SCHEME: -

SN.	Exercises	Maximum Marks
1	Histopathology slides (25 slides, 5 marks each)	125
2	Clinical case	75
3	Haematology & Cytology slides (15 slides, 5 marks each)	75
4	Grossing	35
5	Autopsy	20
6	Histotechniques	15
7	Serology	15
8	Viva Voce	40
Total Marks		400 Marks

3. M.D. (MICROBIOLOGY) PRACTICAL SCHEME: -

SN.	EXERCISE/VIVA	MAXIMUM MARKS
	A] LONG EXERCISE BACTERIOLOGY	50
	B] SHORT EXERCISES	
1	Bacteriology short exercise	30
2	Mycobacteriology/special staining	10
3	Exercise in Virology	30
4	Exercise in Immunology	30
5	Exercise in Mycology	30
6	Exercise in Parasitology	30
7	Serology/Exercise	30
8	Identification of slides	30
9	Microteaching/Pedagogy	30
	Total of Short-exercises (B)	250
	C] ORAL (VIVA VOCE)	100
	TOTAL of A, B, C	400

4. M.D. (COMMUNITY MEDICINE) PRACTICAL SCHEME: -

SN	Heads	Marks
1.	Family Study: (One)	100
2.	Clinico-Social case study (One long case)	100
3.	Short case (One infectious Disease)	20
4.	Public Health Laboratory Practical	30
5.	Problem on Epidemiology and Biostatistics (Six, 5 marks each)	30
6.	Spotters (Five, Four Marks each)	20
7.	Viva voce	100
Total		400 Marks

1. **Family Study: - (One)** **100 marks**
One family will be allotted in rural/urban field practice area. Presentation and discussion will be on the health status of the family and of any case/individual in the family and on factors that contributed towards maintenance of health and occurrence of diseases; management at individual, family and community levels.
2. **Clinico-Social case study (One Long case)** **100 Marks**
Basic clinical presentation and discussion of diagnosis, treatment and management of common communicable or non-communicable diseases/conditions with emphasis on social and community aspects.
3. **Short Case (One infectious Disease)** **20 Marks**
4. **Public Health Laboratory Practical** **30 Marks**
Staining of smears, interpretation of common serological diagnostic tests, water and milk analysis or interpretation of given results of any above tests.
5. **Problem on Epidemiology and Biostatistics** **30 Marks**
(Six, 5 Marks each)
Based on situation analysis from communicable or non-communicable diseases, M.CH. & FP including demography. Environmental health including Entomology and Occupational Health.
6. **Spotters (five, four Marks each)** **20 Marks**
Identification and description of relevant public health aspects of the spotters/specimen by the student. Spotters shall be from Nutrition, Environmental Health including Entomology and Occupational health, M.CH. & FP, Microbiology including parasites vaccines, sera and other immunobiologicals.
7. **Viva Voce: -** **100 Marks**
Students will be examined by all examiners together, about student's comprehension, analytical approach, expression and interpretation of data. Student shall also be given case reports, chart for interpretation. It includes discussion on dissertation.

5. M.D. (PHARMACOLOGY & THERAPEUTICS) PRACTICAL SCHEME

Day	Heads	Particulars	Marks
Day 1	Long Exercises	a) Bioassay: Guinea Pig Ileum/Frog rectum/Rat colon/Rat uterus/Rat fundus or Intact animal experiments. - 150 Marks b) Demonstration of experimental technique and equipment handling - 50 Marks	200

6. M.D. (PEADIATRICS), PRACTICAL /CLINICAL EXAMINATION: -

SN.	Heads	Marks
1	Two long cases of 100 marks each	200
2	Two short cases of 50 Marks each	100
3	Viva Voce	100
Total Marks		400 Marks

Day 1 or 2	Short exercises	a) Criticism and comments on research Paper or protocol - 50 Marks b) Human Pharmacology: Demonstration of Pharmacodynamic techniques and Evaluation of skills in clinical - 50 Marks Pharmacology and therapeutics Or b) Solving Therapeutic problem or criticism of promotional literature or proprietary Preparations. - 50 Marks	100
Day 2	Viva voce	a) Dissertation presentation and viva - 25 Marks b) Viva-voce examination. - 75 Marks	100
Total Marks			400

7. M.D. (PSYCHIATRY) PRACTICAL SCHEME: -

SN	Heads	Marks
1	Two Psychiatry Long Cases - 100 X 2	200
2	One Neuro Psychiatry	50
3	One Case Speciality- Child/Geriatric etc.	50
4	Viva voce -	100
Total		400

8. M.D. (DERMATOLOGY, VENEROLOGY, LEPROSY, COSMETOLOGY AND HIV AIDS)**PRACTICAL SCHEME: -**

SN	Heads	Marks
1	One long case	100 x 01 = 100
2	Two short cases	50 x 02 = 100
3	Ten spotters	10 x 05 = 50
4	Five hospital slides	05 x 10 = 50
5	Viva	100
Total		400 Marks

9. M.D. (RADIO-DIAGNOSIS) PRACTICAL /CLINICAL EXAMINATION: -

Topics	Marks
Sopt Films (30)	60
Long Case (1)	100
Short Cases (02) (50 Each)	100
Film Reading Session	60
Instruments	30
Viva	50
Total	400Marks

10. M.D. (BIOCHEMISTRY) PRACTICAL SCHEME: -

SN	Heads	Marks
1.	Clinical case 1: - 5 Investigations based on the diagnosis of a givencase	150
2.	Clinical case 2: - a) Enzyme kinetics - 50 Marks b) Technique - 50 Marks (Chromatography/Electrophoresis)	100
3.	Standardization & Interpretation of Quality Control Charts	50
4.	Microteaching to judge the skill of teaching	30
5.	General Viva voce examination including viva on Dissertation	70
Total		400 Marks

11. M.D. (ANATOMY) DISTRIBUTION OF MARKS (PRACTICAL)

Day	Heads	Particulars	Marks
Day 1	Long Case	Dissection	100
	Short Case	Microanatomy - - (5 x 8)	40
		Neuroanatomy - Slides	
		Genetics - Chart - (One)	10
		Embryology - Slides - (Two)	10
		Histology techniques - Staining, H & E - Use of Microtome	50

Day 2	Viva/Orals	Microteaching	30
		Grand Viva soft parts	40
		Neuroanatomy	20
		Bones,	40
		Radiology including CT Scan & MRI,	20
		Embryology Models,	20
		Surface and Living Anatomy- (Ten Marks Each)	20
Total		400	

12.M.D. (PHYSIOLOGY) DISTRIBUTION OF MARKS (Practical)

Day	Heads	Marks
Day 1	(i) Human Experiment	50
	(ii) Amphibian	50
	(i) Mammalian	50
	(iv) Haematology	50
	(v) Clinical Presentation	50
Day 2	I) Microteaching	50
	II) General Viva	100
Total		400 Marks

13. M.D. (RESPIRATORY MEDICINE) PRACTICAL SCHEME: -

Sr.No.	HEADS	Marks
1	a) One Long Case- Examination of Patient- 30 minutes - Evaluation by examiners- 15 minutes	100
2	b) Two Short case- Examination of Patient - 20 minutes Evaluation by examiners- 10 minutes	100
3	Oral- each candidate will be examined for- 30 minutes	200
Total		400

14. M.D. (ANAESTHESIOLOGY) PRACTICAL/CLINICAL SCHEME: -

SN.	Heading	Heading	Marks		Time
1	Clinical Case – I	Long Case – One	100	100	30 Min
2	Clinical Case - II	Short Cases – Two	50 + 50	100	30 Min
3	Viva Voce – I	Equipments, X-Rays & ECG	60+20+20	100	15 Min
4	Viva Voce - II	Drugs, investigation, charts & laboratory findings	60+20+20	100	15 Min
Total Marks			400		

15. M.D. (RADIO THERAPY), PRACTICAL SCHEME: -

SN	Heads	Marks
1.	Clinical - Long/Question	100
2.	Clinical - Short/Question (50x2)	100
3.	Viva & Voce	200
Total Marks		400 Marks

9.4 CRITERIA FOR PASSING

A candidate shall secure not less than 50% marks in each head which shall include (1) Theory (2) Practical / Clinical and viva voce examination.

9.5 RESULT OF EXAMINATION

9.5.1 No marks will be assigned.

9.5.2 The fitness of the candidate for award of degree will be decided by all four examiner

9.5.3 The results of the examinations will be declared as Pass Fail in the concerned subject.

10. CANCELLATION OF ADMISSION

10.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

10.1.1 He/ She is not found to be qualified or eligible as per NMC norms and guidelines.

10.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

10.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University camp.

Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/Director/Principal/Heads of Department/ Constituent College/ Schools. The decision of the vice chancellor shall be final

ORDINANCE NO - 37**DOCTOR OF MEDICINE (D.M.) AND MASTER OF CHIRURGIE (M.Ch.)****(SUPER SPECIALITY COURSES)****GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

Doctor of Medicine (D.M.)

- | | |
|--------------------------------------------------|-----------------------------------------|
| 18. Cardiology | 21 Infectious Disease |
| 19. Clinical Haematology | 22 Virology |
| 20. Endocrinology | 23 Paediatric Oncology |
| 21. Medical Gastroenterology | 24 Geriatric Mental Health |
| 22. Medical Genetics | 25 Hepatology |
| 23. Medical Oncology | 26 Paediatrics and Neonatal Anaesthesia |
| 24. Neonatology | 27 Interventional radiology |
| 25. Nephrology | 28 Clinical immunology and |
| Rheumatology | |
| 26. Neurology | 29 Onco-Pathology |
| 27. Neuro radiology | |
| 28. Pulmonary Medicine | |
| 29. Child & Adolescent Psychiatry | |
| 30. Paediatrics Gastroenterology | |
| 31. Paediatrics Cardiology | |
| 32. Cardiac Anaesthesia | |
| 33. Organ Transplant Anaesthesia & Critical care | |
| 34. Critical Care Medicine | |
| 35. Paediatric Hepatology | |
| 36. Neuro-Anaesthesia | |
| 37. Paediatric Nephrology | |

Master of Chirurgie (M.Ch.)

1. Cardio Vascular & Thoracic Surgery
2. Urology
3. Neuro Surgery
4. Pediatric Surgery
5. Plastic & Reconstructive Surgery
6. Surgical Gastroenterology
7. Surgical Oncology
8. Endocrine Surgery
9. Gynecological Oncology
10. Vascular Surgery
11. Paediatric Cardio Thoracic Vascular Surgery
12. Hand Surgery
13. Head & Neck Surgery
14. Hepato-Pancreatico-Biliary Surgery
15. Reproductive Medicine & Surgery

1. AIMS & OBJECTIVES

1.1 AIMS:

The goal of D.M /M Ch medical education shall be to produce competent specialists, Researcher and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the super speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advances and developments in the discipline concerned.
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 1.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals and who have gained ability and skills to conduct/spearhead clinical research.

1.2 OBJECTIVES:

At the end of the training discipline concerned the student shall be able to

- 1.2.1 Recognize the importance to the concerned super speciality in the context of the health needs of the community and the national priorities in the health section.
- 1.2.2 Practice the super speciality concerned ethically and in step with the principles of primary health care.
- 1.2.3 Demonstrate sufficient understanding of the basis sciences relevant to the concerned super-speciality.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the superspeciality Concerned on the basis of clinical assessment, and appropriately selected and conducted investigations
- 1.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the super speciality.
- 1.2.7 Demonstrate skills in documentation of individual case details as well as Morbidity and mortality rate relevant to the assigned situation.
- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behavior in accordance with the societal norms and expectations.

- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.
- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; Select and use appropriate learning resources
- 1.2.12 Demonstrate competence in basic concepts of research methodology Epidemiology, and be able to critically analyse relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers

Function as an effective leader of a health team engaged in health care, research or training.

1.3 STATEMENT OF THE COMPETENCIES:

Keeping in view the general objectives of D.M./M.Ch training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has to produce a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies.

1.4 COMPONENTS OF THE D.M./M.Ch. CURRICULUM:

The major components of the D.M./M.Ch curriculum shall be:

- 1.4.1 Theoretical knowledge
- 1.4.2 Practical clinical skills
- 1.4.3 Writing Thesis / Research articles.
- 1.4.4 Attitudes including communication skills.
- 1.4.5 Training in research methodology, Medical Ethics and Medicolegal aspects

2. COURSE STRUCTURE:

2.1 Training Period and Time Distribution: The period of training for obtaining the degrees (D.M./M.Ch.) shall be three complete years including the period of examination.

2.2 Timing of Examinations: The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for D.M. & M.Ch. Shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

3. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

- 3.1 Eligibility Criteria Candidate for D.M. / M.Ch. D.M.: Candidate seeking admission for D.M. courses in any subject must possess recognized degree of MD/DNB (or its equivalent recognized degree) in the subject specified in the regulations of the National Medical Commission (NMC) from time to time

M.Ch.: Candidate seeking admission for M.Ch course in any subject must possess recognized degree of MS/DNB (or its equivalent recognized degree) in the subject specified in the regulations of the National Medical Commission (NMC) from time to time.

S.No.	DNB SUPER SPECIALTY COURSE	PRIOR ENTRY QUALIFICATION
1	CARDIAC ANAESTHESIA	MD/DNB (ANAESTHESIA)
2	CARDIOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/DNB (RESPIRATORY MEDICINE)
3	CRITICAL CARE MEDICINE	MD/DNB (EMERGENCY MEDICINE)
		MD/DNB (GENERAL MEDICINE)
		MD/DNB (RESPIRATORY MEDICINE)
		MD/DNB (ANAESTHESIA)
		MD/DNB (PAEDIATRICS)
4	ENDOCRINOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
5	GASTROENTEROLOGY	MD/DNB (GENERAL MEDICINE)
6	GYNAECOLOGIC ONCOLOGY	MD/MS/DNB (OBSTT. & GYNAE.)
7	GENITO URINARY SURGERY (UROLOGY)	MS/DNB (GENERAL SURGERY)
8	MEDICAL GENETICS	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		ME/MS/DNB (OBSTT. & GYNAE.)
9	MEDICAL ONCOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (RADIOTHERAPY/RADIATION ONCOLOGY)
10	NEONATOLOGY	MD/DNB (PAEDIATRICS)
11	NEPHROLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
12	NEUROSURGERY	MS/DNB (GENERAL SURGERY)
13	NEUROLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
14	PAEDIATRIC CARDIOLOGY	MD/DNB (PAEDIATRICS)

15	PAEDIATRIC SURGERY	MS/DNB (GENERAL SURGERY)
16	VASCULAR SURGERY	MS/DNB (GENERAL SURGERY)
17	PLASTIC SURGERY	MS/DNB (GENERAL SURGERY)
18	SURGICAL GASTROENTEROLOGY	MS/DNB (GENERAL SURGERY)
19	SURGICAL ONCOLOGY	MS/DNB (GENERAL SURGERY)
20	THORACIC SURGERY	MS/DNB (GENERAL SURGERY)
21	CARDIOVASCULAR & THORACIC SURGERY	MS/DNB (GENERAL SURGERY)
	RHEUMATOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
23	ENDOVASCULAR & INTERVENTIONAL RADIOLOGY	MD/DNB (RADIOLOGY)
24	HAEMATOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/DNB (BIOCHEMISTRY)
		MD/DNB (PATHOLOGY)
25	PAEDIATRIC INTENSIVE CARE	MD/DNB (PAEDIATRICS)
26	NEURO ANAESTHESIA & CRITICAL CARE	DNB/MD (ANESTHESIOLOGY)

3.2 Procedure for selection of candidates for D.M./M.Ch. courses shall be as follows:

3.2.1 There shall be a uniform entrance examination to all medical educational institutions at the Super Speciality level namely 'National Eligibility-cum-Entrance Test' for admission to D.M./M.Ch. courses in each academic year and shall be conducted under the overall supervision of the Ministry of Health & Family Welfare, Government of India

3.2.2 The "designated authority" to conduct the National Eligibility-cum-Entrance Test' shall be the National Test Agency (NTA) or any other body/organization so designated by the Ministry of Health and Family Welfare, Government of India.

3.2.3 In order to be eligible for admission to D.M./M.Ch. Course for an Academic year, it shall be necessary for a candidate to obtain minimum of marks at 50 percentile in the 'National Eligibility-Cum-Entrance Test for D.M./M.Ch. courses' held for the said academic year.

3.2.4 No candidate who has failed to obtain the minimum eligibility marks as prescribed in Sub-Clause (3.2.3) above shall be admitted to any D.M./M.Ch. courses in the said academic year

3.2.5 The University and other authorities concerned shall organize admission process in such a way that teaching in super specialty course will start after completion of Admission process as amended time to time by DGHS or competent authority.

Time Schedule of completion of Admission Process for Super Speciality Medical Courses:

S. No.	Schedule of Admission	Super Speciality
1	Conduct of Entrance Examination	Schedule will be followed as
2	Declaration of the result of the Qualifying Exam/Entrance Exam	
3	1 st round of counseling admission.	Prescribed by NMC/Government from time to time
4	Last date of joining the allotted college and the course.	
5	2nd round of counseling admission.	
6	Last date of joining for the 2 nd round of counseling / admission	
7	Commencement of academic season/item	
8	Last date up to which students can be admitted / joined against vacancies arising due to any reason	

Note :- Last date for admission in Institute/ college/ courses will based on guidelines issued by competent authority or MCC/DGHS, Government of India

3.2.6 No authority / institution shall admit any candidate to any D.M /M Ch. medicine course in contravention of the criteria / procedure as laid down by these Regulations and/or violation of the judgments passed by the Hon'ble Supreme Court in respect of admissions Any candidate admitted in contravention/violation of aforesaid shall be discharged by the Council forthwith The authority/institution which grants admission to any student in contravention/violation of the Regulations and/or the judgments passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year/years

3.3 COMMON COUNSELING:

3.3.1 There shall be a common counseling for admission to all Super Speciality Courses (D M / M Ch) in all Medical Educational Institutions on the basis of merit list of the National Eligibility-cum-Entrance Test

3.3.2 The Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India Further, the Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India shall conduct counseling for courses D M / M Ch in Medical Educational Institutions of the Central Government, Universities established by an Act of Parliament and the Deemed Universities Furthermore, the Directorate General of Health Services shall conduct the counseling for all Super Speciality courses (DM/M Ch) in Medical Educational Institute of the Central Government, Medical Educational Institutions of the State Government; Deemed Universities, Universities established by an Act of State/Union Territory Legislature, Medical Educational Institution established by Municipal Bodies, Trust, Society, Company or Minority Institutions

4. MIGRATION

Migration/transfer of students undergoing any Super Speciality course shall not be permitted by any University or any authority.

5. COMMENCEMENT OF COURSE:

Commencement of Course after completion of whole admission process as amended from time to time by the competent Authority

6. ATTENDANCE, PROGRESS AND CONDUCT:

6.1 A candidate pursuing degree course should work in the concerned department of the institution for the full period as a full time student. No candidate is permitted to run a clinic/ laboratory/ nursing home 'while studying D M / M Ch course.

6.2 Each year shall be taken as a unit for the purpose of calculating attendance.

6.3 Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each Year as prescribed by the department and not absent himself/ herself from work without valid reasons

6.4 Every candidate is required to attend a minimum of 80% of the training during each academic year of the Super Speciality (D.M /M.Ch.) course or as per University Policy Provided further that leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every year. (Leave rules for The DM/MCh the trainees will be entitled to 12 days casual leaves and 5 days medical leaves/ academic year). Similarly, the matter of grant of leave to students, shall be regulated as per respective University/State Government rules

- 6.5 Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University Examinations.

7. METHOD OF TRAINING:

- 7.1 The training given with due care to the Super Speciality (D.M /M.Ch.) students in the recognized institutions for the award of various Post Graduate medical degrees/diplomas shall determine the expertise of the specialist *medical* teachers produced as a result of the educational program during the period of stay in the institution.
- 7.2 Every institution undertaking Super-speciality training program shall set up an academic cell or a curriculum committee, under the chairmanship of a senior faculty member, which shall work out the details of the training program in each specialty in consultation with other department faculty staff and also coordinate and monitor the implementation of these training programs.
- 7.3 Training program shall be updated as and when required. The structured training program shall be strictly followed, to enable the examiners to determine the training undergone by the candidates and the NMC inspectors to assess the same at the time of inspection.
- 7.4 Students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period Of training including details of surgical operations assisted or done independently (for M Ch candidates).
- 7.5 The record books shall be checked and assessed by the faculty members imparting the training.
- 7.6 During the training for degree to be awarded in clinical disciplines, there shall be proper training in basic med scat sciences related to the disciplines concerned; during the training for the degree to be awarded in basic medical sciences, there shall be training in applied aspects of the subject; and there shall be training in allied subjects related to the disciplines concerned. In all Super-speciality training programs, both clinical and basic medical sciences, emphasis is to be laid on preventive and social aspects and emergency care. Facilities for autopsies, biopsies, cytopsies, endoscopic and imaging etc., also be made available for training purposes.
- 7.7 The DM/M.Ch students shall be required to participate in the teaching, paramedics, technicians and training program of undergraduate students and interns.

7.8 Training in medical audit, management, health economics, health information system, basics of statistics, exposure to human behavior studies, knowledge of pharmaco-economics and Introduction to non linear mathematics shall be imparted to the super-speciality students.

7.9 Implementation of training programs for the award of degree shall include the following

Doctor of Medicine (D.M.)/ Master of Chirurgie (M.Ch.)-

The training program shall be on the same pattern as for M.D./M.S in clinical disciplines, practical training including advanced diagnostic, therapeutic and laboratory techniques, relevant to the subject of specialization. For M.Ch. candidates, there shall be participation in surgical operations

PERIOD OF TRAINING:

The period of training for obtaining these degree shall be three completed years including the examination period after obtaining MD/MS degree or equivalent recognized qualification in the required subject.

8. PERIODIC TESTS:

The students will be regularly assessed on their academic growth, bedside/operative skills, critical thinking, and leadership quality by the guide/mentor. The results of the same shall be entered in the student's log-book on quarterly basis.

9. MONITORING LEARNING PROGRESS:

It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklist s that assess various aspects. The learning outcomes to be assessed should include.

- (1) Personal Attitudes,
- (2) Acquisition of Knowledge,
- (3) Clinical and operative skills,
- (4) Teaching skills
and
- (5) Research
Paper

Personal Attitudes. The essential items are:

- Caring attitudes
- Initiative
- Organizational ability
- Potential to cope with stressful situations and undertake responsibility

- Trustworthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues.
- Ability to work in team
- A critical approach to the acquisition of knowledge.

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.

9.2 Acquisition of Knowledge: The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- Journal Review Meeting (Journal Club). The ability to do literature search, in depth study, presentation skills, and use of audio-visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist.
- Seminars / Symposia: The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio-visual aids are to be assessed using a checklist.
- Clinico-pathological conferences/meetings. This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.
- Medical Audit. Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

Teaching skills: Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

- 9.3 Teaching skills:** Candidate should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

10. SCHEME OF EXAMINATION AND PASSING HEADS:

10.1 University shall conduct examination at the end of three academic years for D.M. M.Ch Courses University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations

10.2 D.M. / M.Ch examination in any subject shall consist of theory practical /Clinical and Oral examinations.

10.3 Passing head and standard of Passing: -

There will be two heads of passing. -

10.3.1.1. Four papers of theory shall form one head of passing

10.3.1.2. Clinical, oral, and practical taken together shall form the second head of Passing

10.3.1.3. A candidate must pass in both the heads that is the whole examination at one and in the same attempt A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt.

10.4 To pass a candidate must obtain:

10.4.1 Obtaining a minimum of 40% marks in each theory paper and not less than 50% cumulatively in all the four papers for degree examinations

10.4.2 Obtaining of 50% marks in Practical examination shall be mandatory for passing the examination as a whole in the said degree examination as the case may be.

10.4.3 Fifty percent of the total marks in clinical, oral and practical taken together.

10.5 **Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate Marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.

11. SCHEME OF THEORY EXAMINATION:

11.1 There shall be four theory papers at D.M. /M.Ch examination of 100 marks each.

11.2 Each Paper shall be of 3 hours duration

One paper out of three shall be on Basic Medical Sciences' and another paper on 'Recent advances'

Pattern of Question Paper for D.M. / M.Ch. as given below:

Q.No.	Nature of Questions	Division of Marks	Total Marks
1	Long Answer Question	2x20	40 Marks
2.	6 Short Answer Questions	6X10	60 Marks
Their shall be Three Long answer Questions where the candidate has to attempt any Two out of Three			
Their shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight			

PAPER WISE DISTRIBUTION AS GIVEN BELOW:
D.M. / M.Ch. {Super Speciality}

S. No.	Course Title	Paper No.
1	DM / M Ch	Paper -1
		Paper -2
		Paper-3
		Paper -4

12. SCHEME OF PRACTICAL EXAMINATION:

- 12.1 Clinical examination^o for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a Minimum one long case and two short cases.
- 12.2 Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects.
- 12.3 The oral examination shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination
- 12.4 The maximum number of candidates to be examined in clinical/ Practical and viva on any day shall not exceed 3 for DM./M.Ch examination.
- 12.5 There will be 400 marks for the Practical/ Clinical examinations.

All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce.

13. GUIDELINES FOR APPOINTMENT OF EXAMINERS:

- 13.1 No person shall be appointed as an examiner in any subject unless he fulfills the minimum requirements for recognition as a post Graduate teacher as laid down by the NMC and has teaching experience of 8 (Eight) years as a Professor/Asst. Professor out of which he has not less than 5 (Five) Years teaching experience after obtaining Post Graduate degree For external examiners, he should have minimum three years' experience of examiner ship for Post graduate degree in the concerned subject Out of internal examiners, one examiner shall be Professor and Head of Department or Head of Department.

- 13.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfills the condition laid down in clause -13.1 above shall ordinarily be invited from another recognized medical college, preferably from outside the State.
- 13.3 An external examiner may be ordinarily appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 13.4 The same set of examiners shall ordinarily be responsible for the Practical or part Vice-voce of examination.
- 13.5 The Head of the department of the institutions concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.
- 13.6 A separate set of examiner will be appointed for theory paper setting.
- 13.7 A separate set of examiner will be appointed for theory valuation.
- 14 A Student of D M /M Ch. would be required to do two research projects. The results of the same must be published in a NMC approved and indexed scientific journal/ or results of one of them should be presented at a national/international conference and that of the other must accepted published/sent for publication in a NMC approved index Journal "

GUIDE:

The academic qualification and teaching experience required for recognition by this University as a guide for dissertation work is as per NMC. Teachers in a medical college/institution having a total of eight years teaching experience out of which at least five years teaching experience as lecturer or Assistant Professor gained after obtaining D M./M Ch teachers

A Co-guide may be included provided the work requires substantial contribution from a sister department or from another medical institution recognized for teaching/training by NMC. The Co guide shall be a recognized postgraduate teacher.

CHANGE OF GUIDE:

In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the University

15 CANCELLATION OF ADMISSION:

- 15.1 The admission of the student at any stage of the study shall be cancelled by the Vice-Chancellor based on the recommendation of the head of the institutions if:

- 15.1.1 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission
- 15.1.2 He/She is found to be involved in serious breach of discipline in the institutions or the University camp.

16. GENERAL

Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/Director/Principal/Heads of Department/ Constituent College/ Schools. The decision of the vice chancellor shall be final

ORDINANCE No - 38**BACHELOR OF DENTAL SURGERY (B.D.S.)****1. GOALS OF EDUCATION AND TRAINING:**

The Dental Curriculum shall be oriented toward educating students of B.D.S Course to:

- 1.1 The dental graduates during training in the institutions should acquire adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues.
- 1.2 The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country
- 1.3 Take up the responsibilities of dental surgeon of first contact and be capable of functioning independently in both urban and rural environment.
- 1.4 Provide education experience that allows hand-on-experience both in hospital as well as in community setting
- 1.5 Make maximum efforts to encourage integrated teaching and de-emphasize compartmentalization of disciplines so as to achieve horizontal and vertical integration in different phases.
- 1.6 offer educational experience that emphasizes health rather than only disease. Teach common problems of health and disease and to the national programmes.
- 1.7 Use learner oriented methods, scientific habits, problem solving abilities. Self-Initiated and self-directed learning.
- 1.8 Use of active methods of learning such as group discussion, seminars, role play, field visits, demonstrations, peer Interactions etc , which would enable students to develop personality, communication skills and other qualities which are necessary
- 1.9 Regular periodic assessment be done throughout the course. Examination be designed with a view to assess not merely the "knowledge" but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently
- 1.10 Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods

2. OBJECTIVES:

The objectives are dealt under three headings namely (2.1) Knowledge and Understanding (2.2) skills and (2.3) attitudes.

- 2.1 **Knowledge and Understanding:** The graduate shall acquire the following during the period of training.

- 2.1.1 Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyze scientifically established facts and data.

- 2.1.2 Adequate knowledge of the development, structure and function of the teeth, mouth and Jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.
- 2.1.3 Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and Jaws and preventive, diagnostic and therapeutic aspects of dentistry, Adequate clinical experience required for general dental practice.
- 2.1.4 Adequate clinical experience required for general dental practice.
- 2.1.5 Adequate knowledge of constitution, biological function and behavior of person in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.
- 2.2 **Skills:** A graduate shall be able to demonstrate the following skills necessary for practice of dentistry.
- 2.2.1 Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.
- 2.2.2 Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.
- 2.2.3 Possess skill to carry out required investigative procedures and ability to interpret laboratory findings
- 2.2.4 Promote oral health and help to prevent oral diseases wherever possible.
- 2.2.5 competent in control of pain and anxiety during dental treatment.
- 2.3 **Attitude :** A graduate shall develop during the training period the following attitudes.
- 2.3.1 Willing to apply current knowledge of dentistry in the best interest of the patients and the community
- 2.3.2 Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.
- 2.3.3 Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.
- 2.3.4 Willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.
- 2.3.5 to help and to participate in the implementation of national health programmes.

3. COURSE STRUCTURE:

- 3.1 **Infrastructure:** The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space and clinical material shall be as per the stipulations of Dental Council of India from time to time.
- 3.2 **Academic Qualification for Admission:**

3.2.1 Eligibility Criteria:

3.2.1.1 He/She shall complete the age of 17 years on or before 31st December, of the year of admission to the BDS course.

3.2.1.2 In order to be eligible to take National Eligibility-cum-Entrance Test he/she should have passed qualifying examination as under:-

- The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 year study, the last, two year of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subject with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introducing of the 10+2+3 years educational structure as recommended by the National Committee on education;

Note: Where the course content is not as prescribed or 10+2 education structure of the National Committee, the candidates will have to undergo a "period of the one year pre-professional training" before admission to the dental colleges;

OR

- The intermediate examination in science of an Indian University/Board or other recognized examining body with physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subject.

OR

- The pre-professional/ pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre- University or an equivalent examination The pre-professional/ Pre-medical examination shall include a practical test in physics, Chemistry and Biology and also English as a compulsory subject;

OR

- The first year of three year degree course of a recognized University, with physics, Chemistry and Biology including a practical test in these subjects provided the examination is a " University Examination" and candidate has passed 10+2 with English at a level not less than a core courses

OR

- B.Sc. examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects physics, Chemistry, Biology (Botany, Zoology) and further he/she has passed the earlier qualifying examination with the following subjects-physics, Chemistry, Biology and English.

OR

- Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking physics, Chemistry and Biology including practical test in each of these subjects and English.

- 3% seats of the annual sanctioned intake capacity shall be filled – up by candidates with locomotors disability of lower limbs between 50% to 70%.

Provided that in case any seat in this quota remains unfilled on account of unavailability of candidates with locomotors disability of lower limbs between 50% to 70%, then any such unfilled seats in this 3% quota shall be filled- up by candidates with locomotory disability of lower limbs between 40% to 50% before they are included in the annual sanctioned seats for General Category Candidates

- All the academic qualification for admission will be finally guided and governed by Apex body council.

4. CRITERIA FOR SELECTION OF STUDENTS:

- 4.1 The selection of students to dental college shall be based solely on merit of the Candidate and for determination of the merit, the following criteria be adopted uniformly throughout the country
 - 4.1.1 There shall be a single eligibility-cum-entrance examination namely "National Eligibility-cum Entrance Test for admission to BDS course" in each academic year"
 - 4.1.2 In order to be eligible for admission to BDS Course for a particular academic year, it shall be necessary for a candidate to obtain minimum of 50th percentile in 'National Eligibility cum-Entrance Test to BDS course' held for the said academic year. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with locomotory disability of lower amandments, the minimum marks shall be at 45th percentile. The percentile shall be determined on the basis of highest marks secured in the All-India common merit list in "National Eligibility-cum-Entrance Test for admission to BDS course."
- Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to BDS Course, the Central Government in consultation with Dental Council of India may at its discretion lower the minimum marks required for admission to BDS Course for candidates belonging to respective categories and marks so lowered by the central Government shall be applicable for said academic year only.
- 4.1.3 The reservation of seats in dental colleges for respective categories shall be as per applicable Law prevailing in States/Union Territories. An all India merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in National Eligibility cum-Entrance Test and candidates shall be admitted to BDS course from the said lists only.
 - 4.1.4 No Candidate who has failed to obtain the minimum eligibility marks as prescribed in Clause (4.1.2) above shall be admitted to BDS course in the said academic year.
 - 4.1.5 All admission to BDS course within the respective categories shall be based solely on marks obtained in the National Eligibility-cum-Entrance Test
 - 4.1.6 To be eligible for admission to BDS Course, a candidate must have passed in the subjects of Physics, Chemistry, Biology/Biotechnology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry and Biology/Biotechnology at the qualifying

examination as mentioned in Sub-regulation 2 of Regulation I cum-Entrance Test" for admission to BDS course. In respect of candidates Classes the minimum marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination shall be 40% instead of 50% In respect of candidates with locomotors disability of lower limbs in terms of sub-regulation 4, after the commencement of these amendments, of Regulation 1 above, the minimum marks in taken together in qualifying examination shall be 45% instead of 50%.

Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he/she may be provisionally permitted to take up the National Eligibility-cum-Entrance Test and in case of selection for admission to the BDS course, he/she shall not be admitted to that course until he fulfills the eligibility criteria under Regulation 1.

- 4.1.7** The Central Board of Secondary Education or any agency assigned by government shall be the organization to conduct National Eligibility cum-Entrance Test for admission to BDS course or any designated agency as described by statutory body.

- 4.2 Duration of the Course:** The undergraduate dental programme leading to BDS Degree shall be of 4 (four) Academic years with 240 teaching days in each academic year, plus one year paid rotating Internship in a dental college. Every candidate will be required, after passing the final BDS Examination to undergo one year paid rotating internship in ad dental college The detailed curriculum of Dental Internship Programme is annexed as Annexure-A. The Internship shall be compulsory and BDS Degree shall be granted after completion of one year paid Internship.

5. MIGRATION:

- 5.1** Migration from one dental college to other is not a right of a student. However, migration of students from one dental college in India may be considered by the Dental Council of India. Only in exceptional cases on extreme compassionate ground, provided following criteria are fulfilled. Routine migrations on other ground shall not be allowed.
- 5.2** Both the colleges, i.e. one at which recognized by the studying at present and one to which migration is sought, are recognized by the Dental Council of India.
- 5.3** The applicant candidate should have passed first professional BDS examination.
- 5.4** The applicant candidate submits concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Dental Surgery (BDS) examination.

The applicant candidate must submit an affidavit stating that he/she will pursue 240 days of prescribed study before appearing at IInd professional Bachelor of Dental Surgery (BDS) examination at the transferee dental college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit

Note 1:

- Migration is permitted only in the beginning of IInd year BDS Course in recognized Institution.

- All application for migration shall be referred to Dental Council of India by college authorities No Institution/ University shall allow migrations directly without the prior approval of the Council

Council reserved the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council

Note 2: *Compassionate ground Criteria

- Death of supporting guardian
- Disturbed conditions as declared by Government in the Dental College area.

6. ATTENDANCE REQUIREMENT, PROGRESS AND CONDUCT:

- 6.1 Considering the Programme work load, student are advised to attend all classes conducted during a year i e , 100% of attendance is desirable. The student is expected to attend at least 75% of the classes in each of the courses in a given year or as per University Policy.
- 6.2 A shortfall in attendance, may be condoned by the Vice-Chancellor under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc At the State and National or International level representing the University and on recommendation of the concerned HOD and Intimation to his/her Proctor. This condonation will be as per discussed in different ordinances mentioned elsewhere.
- 6.3 The basis for calculation of attendance shall be the period prescribed by the University in its annual calendar of events.
- 6.4 For the first year student's attendance is computed from the date of registration of the programme.
- 6.5 If a student does not fulfill the attendance requirements in any course he/she is not permitted to attend the year end examination in that course.
- 6.6 In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70% However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (6.1) above.

7. SUBJECTS OF STUDY:

7.1 First Year

- 7.1.1 General Human Anatomy including embryology and histology.
- 7.1.2 General human physiology and biochemistry, Nutrition and Dietetics
- 7.1.3 Dental Anatomy, Embryology and Oral Histology.
- 7.1.3 Dental Materials.
- 7.1.4 Pre-clinical prosthodontics and Crown & Bridge.

7.2 Second Year

- 7.2.1 General pathology and Microbiology.
- 7.2.1 General and Dental pharmacology and therapeutics.
- 7.2.3 Dental Materials.
- 7.2.4 Pre-Clinical Conservative Dentistry.
- 7.2.5 Pre-clinical Prosthodontics and Crow & Bridge.
- 7.2.6 Oral pathology & Oral Microbiology

7.3 Third Year

- 7.3.1 General Medicine.
- 7.3.2 General Surgery
- 7.3.3 Oral Pathology and Oral Microbiology
- 7.3.4 Conservative Dentistry and Endodontic.
- 7.3.5 Oral & Maxillofacial Surgery
- 7.3.6 Oral Medicine and Radiology.
- 7.3.7 Orthodontics & Dentofacial Orthopedics.
- 7.3.8 Pediatric & Preventive Dentistry
- 7.3.9 Period ontology.
- 7.3.10 Prosthodontics and Crown & Bridge.

7.4 Fourth Year

- 7.4.1 Oral Medicine and radiology
- 7.4.2 Public Health Dentistry
- 7.4.3 Orthodontics & dentofacial orthopedics.
- 7.4.4 Period ontology
- 7.4.5 Prosthodontics and Crown & Bridge
- 7.4.6 Conservative Dentistry and Endodontic.
- 7.4.7 Oral and Maxillofacial Surgery.
- 7.4.8 Pediatric & Preventive Dentistry.

8. EXAMINATIONS:

- 8.1 Evaluation is a continuous process, which is based criteria developed by the concerned authorities with certain objectives to assess to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. Programme.
- 8.2 Evaluation is achieved by two processes.
 - 8.2.1 Formative or internal assessment. Formative evaluation is done through a series of tests and examinations conducted periodically by the institution.
 - 8.2.2 Summative or University examination Summative evaluation is done by the University through examination conducted at the end of the specified course.

8.3 Methods of evaluation:

Evaluation may be achieved by the following tested methods:

- 8.3.1 Written test
- 8.3.2 Practical's/Clinical examination.
- 8.3.3 Viva voce

8.4 Internal assessment examination:

- 8.4.1 Minimum of 3 periodical Internal assessment examination shall be conducted in each subject. If the teaching of subject is spread over in two years, at least one examination shall be conducted in first year of teaching. 10% of the total marks in each subject for both theory, practical and clinical examinations. Separately should be set aside for the internal assessment examinations.
- 8.4.2 Average marks of three examinations shall be computed for the University examinations.
- 8.4.3 The Internal assessment examinations shall be conducted in proper manner on the dates announced in the examination schedule prepared at Institution level.
- 8.4.4 If repeater students desire for up gradation of their internal assessment marks, they shall appear again in one internal examination held during next six months. The new marks may be considered for University examinations.

8.5 SCHEME OF EXAMINATION:

- 8.5.1 The scheme of examination for B.D.S Course shall be divided into 1st B.D.S. Professional examinations at the end of the first academic year, 2nd B.D.S. professional examination at the end of second year, 3rd B.D.S. professional examination at the end of third, 4th BDS examination at the end of 4th year.
- 8.5.2 There shall be two examination in each academic year (regular & Supplementary).
- 8.5.3 The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules as laid down by the University.
- 8.5.4 Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he is permitted to appear for the next higher examination.

8.6 WRITTEN EXAMINATION:

- 8.6.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.
- 8.6.2 In the subject of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A and B of equal marks.
- 8.6.3 The question paper should contain different types of questions like essay, short answer and objective type / M.C.Q's
- 8.6.4 The nature of question set, should be aimed to evaluate students of different standards ranging from average to excellent.
- 8.6.5 The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
- 8.6.6 The University may set up a question bank.

8.7 PRACTICAL AND CLINICAL EXAMINATION:

- 8.7.1 Objective Structured Clinical Evaluation The present system of conducting practical and clinical proportions at several universities provide chance for unrealistic proportions of luck. Only a particular clinical procedure or

experiment is usually given for the examination. The clinical and practical examination should provide a number of examination stations with specific instructions to be provided. This can include clinical procedures, laboratory experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examination should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.

8.7.2 Records/Log Books The candidate should be given credit for his records based on the score obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances if necessary

8.7.3 Scheme of clinical and practical examinations. The specific scheme of clinical and practical examinations, the type of clinical procedures/experiments to be performed and marks allotted for each are to be discussed and finalized by the conduct of the examinations along with the publication of the time table for the practical examinations. This scheme should be brought to the notice of the external examiner appointed from other universities preferably outside the State. Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination.

8.7.4 Viva Voce: Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce to maintain uniformity of standard and coverage, question can be reformulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

MARKS DISTRIBUTION IN EACH SUBJECT:

Each subject shall have a maximum of 200 marks.

Theory	100		
Practical/clinical	100		
Theory -100		Practical/clinical-100	
University written exam	70	University Exam	90
Viva Voce	20		
Internal assessment (written)	10	Internal assessment (written)	10
Total	100		100

Practical and Viva Voce Only in University Examination

Pre-clinical Prosthodontics

Pre-clinical Conservative Dentistry

Internal Assessment	-	20
Practical	-	60
Viva Voce	-	20
		<hr/>
		100
		<hr/>

8.7.5 First Class and Distinction etc. to be awarded by the University as per their respective rules.

8.8 Grace Marks. Grace marks may be awarded to students who have failed only in one subject but passed in all other subject as per University Policy.

8.9 Re-evaluation. The objective of re-evaluation is to ensure that the student receives a fair evaluation in the University examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this purpose.

8.9.1 Re- totaling: The University on application and remittance of a stipulated fee to be prescribed by the University, shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which the candidate has appeared in the University examination. Any error in addition of the marks awarded if identified should be suitably rectified.

8.10 Re-evaluation: Re-evaluation of theory papers in all years of study of the BDS course may be permissible by the University on application and remittance of a prescribed fee. Such answer script shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result accordingly reconsidered. However in those University where double evaluation provision exists, this provision of re-evaluation will not be applicable

8.11 Qualification and experience to be eligible of examinership for BDS examination:

8.11.1 M.D.S. Degree from a recognized Institution

8.11.2 4 years teaching experience in the subject in a dental college after MDS.

8.11.3 Should be holding the post of a Reader or above in a Dental Institution approved/recognized by the Dental Council of India for B D S

Note:

- In case of Physiology and Biochemistry if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.
- In case of pathology and Microbiology or vice versa.
- In case of Dental Materials, if internal is from Prosthodontics, external should be from Conservative Dentistry and vice versa.

50% of Examiners appointed shall be external from Dental Institution approved/recognized by the Dental Council of India for B.D.S Course, from other University, preferably from outside the State.

8.12 MINIMUM WORKING HOURS FOR EACH SUBJECT OF STUDY (B.D.S COURSE)

I B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General Human Anatomy Including Embryology histology Histology	100	175		275
General Human Physiology	120	60		180
Biochemistry	70	60		130
Dental Anatomy Embryology, and Oral Histology	105	250		355
Dental Materials	20	40		60
Pre-clinical prosthodontics & Crown & Bridge	-	100		100
Total	415	685		1100

II BDS

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General Medicine	60	-	90	150
General Surgery	60	-	90	150
Oral Pathology and Oral Microbiology	120	80		200
Oral Medicine and Radiology	20	-	70	90
Pediatric and Preventive Dentistry	20	-	70	90
Orthodontics & Dentofacial Orthopedics	20	-	70	90
Period ontology	30	-	70	100
Oral & Maxillofacial Surgery.	30	-	70	100
Conservative Dentistry & Endodontic	30	-	70	100
Prosthodontics and Crown & Bridge	30	-	70	100
Total	410	80	750	1240

III BDS

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General & Dental Pharmacology and therapeutic	70	20		90
General Pathology	55	55		110
Microbiology	65	50		115
Dental Materials	60	200		260
Oral pathology and Oral Microbiology	25	50		75
Pre-Clinical Prosthodontics & Crown & Bridge	25	200		225
Pre Clinical Conservative Dentistry	25	200		225
Total	325	775		1100

IV BDS

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
Prosthodontics and Crown & Bridge	80		300	380
Oral medicine and Radiology	45		100	145
Periodonotology	50		100	150
Public Health Dentistry	60		200	260
Conservative Dentistry & Endodontic	80		300	380
Oral and Maxillofacial Orthopedics	50		200	250
Orthodontics & Dentofacial Orthopedics	30		100	130
Pediatric and preventive Dentistry	45		100	145
Total	440		1400	1840

Note 1: There should be a minimum of 240 teaching days academic year consisting of 8 working hours, including one hour of lunch break Internship - 240×8 hours – 1920 clinical hours

Note 2 . The minimum working hours indicated each year of study does not include one month mid year vacation and one month of University examination.

9. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions/Constituent College/Schools The decision of the Vice Chancellor Shall be final.

ANNEXURE - A**CURRICULUM OF DENTAL INTERNSHIP PROGRAMME**

- A. The duration of Internship shall be one year.
- B. All parts of Internship shall be done in a Dental College duly recognized/approved by the Dental Council of India for the purpose of Imparting education and training to Dental graduates in the country
- C. The Interns shall be paid stipendiary allowance during the period of an Internship not extending beyond a period of one year.
- D. The internship shall be compulsory and rotating as per the regulations prescribed for the purpose.
- E. The degree – BDS Shall be granted after completion of internship.

1. DETERMINANTS OF CURRICULLUM FOR INTERNSHIP FOR DENTAL

GRADUATES: The curricular contents of internship training shall be based on.

- 1.1 Dental health needs of the society.
- 1.2 Financial, material and manpower resources available for the purpose.
- 1.3 National Dental Health Policy
- 1.4 Socio-economic conditions of the people in general
- 1.5 Existing Dental as also the primary health care concept, for the delivery of health services.
- 1.6 Task analysis of what graduates in Dentistry in various practice settings. Private and government service actually perform.
- 1.7 Epidemiological studies conducted to find out prevalence of different dental health problems, taking into consideration the magnitude of dental problems, severity of dental problems and social disruption caused by these problems.

2. OBJECTIVES:

- 2.1 To facilitate reinforcement of learning and acquisition of additional knowledge:
 - 2.1.1 Reinforcement of knowledge
 - 2.1.2 Techniques & resources available to the individual and the community; Social and cultural setting.
 - 2.1.3 Training in a phased manner, from a shared to a full responsibility
- 2.2 To facilitate the achievement of basic skills. Attaining competence Vs. maintaining competence in.
 - 2.2.1 History taking.
 - 2.2.2 Clinical Examination.
 - 2.2.3 Performance and interpretation of essential laboratory data
 - 2.2.4 Data analysis and inference.
 - 2.2.5 Communication skills aimed at imparting hope and optimism in the patient.
 - 2.2.6 Attributes for developing working relationship in the Clinical setting and Community team work.
- 2.3 To facilitate development of sound attitudes and habits:-
 - 2.3.1 Emphasis on Individual and human beings, and not on disease/symptoms.
 - 2.3.2 Provision of comprehensive care, rather than fragmentary treatment.
 - 2.3.2 Continuing Dental Education and learning of accepting the responsibility.

2.4 To facilitate understanding of professional and ethical principles.

2.4.1 Right and dignity of patients.

2.4.2 Consultation with other professionals and referral to seniors/institutions.

2.4.3 Obligations to peers, colleagues, patients, families and Community.

2.4.4 Provision of free professional services in a emergent situation.

To initiate individual and group action, leading to disease prevention and dental health promotion, at the level of individuals families and the community.

3 **CONTENT (SUBJECT MATTER):**

The compulsory rotating paid Dental Internship shall include training in Oral Medicine & Radiology, Oral & Maxillofacial Surgery; Prosthodontics, Periodontics, Conservative Dentistry; Pedodontics; Oral Pathology & Microbiology, Orthodontics and Community Dentistry.

4. **General Guidelines:**

4.1 It shall be task oriented training. The interns should participate in various institutional and field programmer and be given due responsibility to perform the activities in all departments of the Dental College and associated Institutions. \

4.2 To facilitate achievement of basic skills and attitudes the following facilities should be provided to all dental graduates:

4.2.1 History taking, examination diagnosis, charting and recording treatment plan of cases.

4.2.2 Presentation of cases in a group of Seminar.

4.2.3 Care and sterilization of instruments of Seminar.

4.2.4 Performance and interpretation of essential laboratory tests and other relevant investigations.

4.2.5 Data analysis and inference.

4.2.6 Proper use of antibiotics, anti-inflammatory and other drugs, as well as other therapeutic modalities.

4.2.7 Education of patients, their relatives and community on all aspects of dental health care while working in the institution as also in the field.

4.2.8 Communication aimed at inspiring hope, confidence and optimism.

4.2.9 Legal rights of patients and obligations of dental graduate under forensic jurisprudence.

5. **Oral Medicine & Radiology:**

5.1 Standardized examination of patients

25

Cases

5.2 Exposure to clinical, pathological laboratory procedures and biopsies.

5 +Cases

5.3 Effective training in taking of Radiographs:

2

Full Mouth

(Intra – oral) I O (Extra oral) E.O

1

Cephalogram

1

5.4 Effective management of cases in wards

2

Cases

6. **Oral and Maxillofacial surgery**

6.1 The Interns during their posting in oral surgery shall perform the following.

Procedures:

6.1.1 Extraction

50

6.1.2 Surgical extractions

2

- | | | |
|-------|------------------------------------------------|---|
| 6.1.3 | Impactions | 2 |
| 6.1.4 | Simple Intra Maxillary Fixation | 1 |
| 6.1.5 | Cysts enucleations | 1 |
| 6.1.6 | Incision and drainage | 2 |
| 6.1.7 | Alveoloplasties, Biopsies & Frenectomies, etc. | 3 |
- 6.2 The Interns shall perform the following on Cancer patients.
- | | | |
|-------|----------------------------------------|--|
| 6.2.1 | Maintain file work. | |
| 6.2.2 | Do extractions for radiotherapy cases. | |
| 6.2.3 | Perform biopsies. | |
| 6.2.4 | Observe varied cases of oral cancers. | |
- 6.3 The Interns shall have 15 days posting in emergency services of a dental/general hospital with extended responsibilities in emergency dental care in the wards. During this period they shall attend to all emergencies under the direct supervision of oral surgeon during any operation.
- 6.3.1 Emergencies.
- (i) Toothache, (ii) trigeminal: (iii) Bleeding from mouth due to trauma, post extraction, bleeding disorder or hemophilia; (iv) Airway obstruction due to fracture mandible and maxilla, dislocation of mandible; syncope or vasovagal attacks; Ludwig; tooth fracture; post intermaxillary fixation after general Anesthesia.
- 6.3.2 Work in L.C.U. with particular reference to resuscitation procedures.
- 6.3.3 Conduct tutorials on medico-legal aspects including reporting on actual cases coming to casualty. They should have visits to law courts.
7. **Prosthodontics**
The dental graduates during their Internship posting in Prosthodontics shall make:-
- | | | |
|-----|------------------------------------------------------------------|---|
| 7.1 | Complete denture (upper & lower) | 2 |
| 7.2 | Removable Partial Denture | 4 |
| 7.3 | Fixed Partial Denture | 1 |
| 7.4 | Planned cast partial denture | 1 |
| 7.5 | Miscellaneous-like relines/over denture/repairs of Maxillofacial | 1 |
| 7.6 | Learning use of Face bow and Semi anatomic articulator technique | |
| 7.7 | Crowns | |
| 7.8 | Introduction of implants | 1 |
8. **Periodontics**
- 8.1 The dental graduates shall Perform the following Procedures.
- | | | |
|-------|------------------|----------|
| 8.1.1 | Prophylaxis | 15 Cases |
| 8.1.2 | Flap Operation | 2 Cases |
| 8.1.3 | Root Planning | 1 Case |
| 8.1.4 | Curettage | 1 Case |
| 8.1.5 | Gingivectomy | 1 Case |
| 8.1.6 | Perio-Endo cases | 1 Case |
- 8.2 During their one week posting in the community health centers, the interns shall educate the public in prevention of periodontal diseases.
9. **Conservative Dentistry**
To facilitate reinforcement of learning and achievement of basic skills, the Interns shall perform at least the following procedures independently or under the guidance of Supervisors

- | | |
|----------------------------------------------------------------------------|---------|
| 9.1 Restoration of extensively mutilated teeth | 5 Cases |
| 9.2 Inlay of onlay preparation | 1 Case |
| 9.3 Use of tooth colored restorative materials | 4 Cases |
| 9.4 Treatment of discolored vital and non-vital teeth | 1 Case |
| 9.5 Management of dento alveolar fracture | 1 Case |
| 9.6 Management of Pulpless, single-rooted teeth without periodical lesion. | 4 Cases |
| 9.7 Management of acute dento alveolar Infection. | 2 Cases |
| 9.8 Management of pulpless, single-rooted teeth with periodical lesion | 1 Case |
| 9.9 Non-surgical management of traumatized teeth during formative period. | |
- 10. Pedodontics and preventive Dentistry**
During their in Pedodontics the Dental graduates shall perform.
- | | |
|---------------------------------------------------------------------|----------|
| 10.1 Topical application of fluorides including varnish | 5 Cases |
| 10.2 Restorative Procedures of carious deciduous teeth in children. | 10 Cases |
| 10.3 Pulpotomy | 2 Cases |
| 10.4 pulpectomy | 2 Cases |
| 10.5 Fabrication and insertion of space maintainers | 1 Case |
| 10.6 Oral habit breaking appliances | 1 Case |
- 11 Oral Pathology and Microbiology**
The Interns shall perform the following:
- | | |
|--------------------------------------------------|---------|
| 11.1 History-recording and clinical examination. | 5 Cases |
| 11.2 Blood, Urine and Sputum examination | 5 Cases |
| 11.3 Exfoliative Cytology and smears study | 2 Cases |
| 11.4 Biopsy-Laboratory procedure & reporting | 1 Case |
- 12 Orthodontics**
- 12.1 The interns shall observe the following procedures during their posting in Orthodontics:
- | | |
|-------------------------------------------------------------------------------------------------------------------------------------|--|
| 12.1.1 Detailed diagnostic procedures for 5 patients | |
| 12.1.2 Laboratory techniques including wire-bending for removable appliance.
Soldering and processing of myo-function appliance. | |
| 12.1.3 Treatment planning options and decision. | |
| 12.1.4 Marking of band, bonding procedures and wire insertions. | |
| 12.1.5 Use of extra oral anchorage observation of force values. | |
| 12.1.6 Retainers. | |
| 12.1.7 Observe handling of patients with oral habits causing malocclusions. | |
- 12.2 The dental graduates shall do the following laboratory work :-
- | | |
|-------------------------------------------------------------------------------------------------------------------------------|--|
| 12.2.1 Wire bending for removable appliance and space maintainers including
welding and heat treatment procedure – 5 Cases | |
| 12.2.2 Soldering exercises, banding procedures – 2 Cases | |
| 12.2.3 Cold- cure and heat-cure acrylisation of simple Orthodontic appliances –
5 Cases | |

13. Public Health Dentistry

- 13.1 The Interns shall conduct health education sessions for Individuals and groups on oral health public health nutrition, behavioral sciences, environmental health, preventive dentistry and epidemiology.
- 13.2 They shall conduct a short term epidemiological survey in the community, or in the alternate, participate in the planning and methodology.
- 13.3 They shall arrange effective demonstration of:
- 13.3.1 Preventive and interceptive Procedures for prevalent dental diseases.
 - 13.3.2 Mouth-rinsing and other oral hygiene demonstrations 5 Cases
 - 13.3.3 Tooth brushing techniques 5 Cases
- 13.4 Conduction of oral health education programmers at
- 13.4.1 School setting 2
 - 13.4.2 Community setting 2
 - 13.4.3 Adult education programmers 2
- 13.5 Preparation of Health Education materials 5
- 13.6 Exposure to team concept and National Health Care system:
- 13.6.1 Observation of functioning of health infrastructure.
 - 13.6.2 Observation of functioning of health care's team including multipurpose workers male and female, health educations and other workers
 - 13.6.3 Observation of at least one National Health Programme:-
 - 13.6.4 Observation of interlink ages of delivery of oral health care with primary Health care.
Mobile dental clinics, as and when available, should be provided for this teachings.

14. Elective Posting:

The Interns shall be posted for 15 days in any of the dental departments of their choice mentioned in the foregoing.

15. Organization of content:

The Curriculum during the 4 year of BDS training is subject based with more emphasis on learning practical skills. During one year internship the emphasis will be on competency based, community oriented training. The practical skills to be mastered by the interns along with the minimum performance level are given under the course content of different department of Dental Education. The supervisors should observe that proper facilities provided in all department and attached institutions for their performance.

16. **Specification of teaching activities:** Didactic lectures are delivered during the four years training in BDS. These shall be voided during the internship programme. Emphasis shall be on chair-side teaching, small group teaching and discussions tutorials, seminars, ward posting, laboratory posting, field visits and self learning.

17. **Use of Resource Materials:** Overhead projection, slide projectors, film projectors, charts, diagrams, photographs, posters, specimens, models and other audiovisual aids shall be provided in all the Dental Colleges and attached institutions and field area. If possible, television, video and tapes showing different procedures and techniques to mastered by the interns should be provided.

18. **Evaluation**

18.1 **Formative Evaluation:** Day-to-day assessment of the interns during their internship posting should be done. The objective is that all the interns must acquire necessary minimum skills required for carrying out day-to-day professional work competently. This can be achieved by maintaining records and performance data book by all interns. This will not only provide a demonstrable evidence; of the processes of training but more important, of the interns own acquisition of competencies as related to performance. It shall form a part of formative evaluation and shall also constitute a component of final grading of interns.

18.2 **Summative Evaluation:** It shall be based on the observation of the supervisors of different departments and the records and performance data book maintained by the interns. Grading shall be done accordingly.

19. **Rural Services:** In the rural services, the student will have to participate in-

19.1 Community Health Monitoring programmes and services which include Preventive, Diagnostic and corrective procedures.

19.2 To create educational awareness about dental hygiene and diseases.

19.3 Conduction of Oral Health Education Programmes at –

19.3.1 School Setting – 5

19.3.2 Community Setting – 5

19.3.3 Adult Education Programme – 5

19.4 Compulsory setup of satellite clinics in remote areas – 1

19.5 Lectures to create awareness and education in public forums about the harmful effects of tobacco consumption and the pred is position to oral cancer – two Lectures per student.

20. **Period of Postings:**

20.1	Oral Medicine & Radiology	- 1 month
20.2	Oral & Maxillofacial Surgery	- 1 ½ months
20.3	Prosthodontics	- 1 ½ months
20.4	Periodontics	- 1 month
20.5	Conservative Dentistry	- 1 month
20.6	Pedodontics	- 1 month
20.7	Oral pathology and Microbiology	- 15 days
20.8	Orthodontics	- 1 month
20.9	Community Dentistry/Rural Services	- 3 months
20.10	Elective	-15 days

ORDINANCE NO - 39**MASTER OF DENTAL SURGERY (MDS) COURSE****1. AIMS:**

1. The Aim of postgraduate training in various specialties is to train M.D.S student who will-
 - 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
 - 1.1.2 Exercise empathy and caring interest and maintain high ethical standards.
 - 1.1.3 Continue to evince keen interest in continuing professional in the specialty and allied specialties irrespective of whether in teaching or practice.
 - 1.1.4 Willing to share the knowledge and skills with learner, junior or a colleague.
 - 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views and to adopt the most rational approach

2. OBJECTIVES:

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him or her a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject and develop competence in research and its methodology as related to the concerned Field. These objectives are to be achieved by the time the candidate completes the course. The objectives may be classified as –

- 2.1 Knowledge (Cognitive domain),
- 2.2 Skills (Psycho motor domain),
- 2.3 Human values, ethical practice and communication abilities

2.1 Knowledge :

- 2.1.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.1.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.1.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- 2.1.4 Recognize conditions that may be outside the area of specialty/competence conditions and to refer them to an appropriate specialist.
- 2.1.5 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.

- 2.1.6 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

2.2 Skills:

- 2.2.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-test and interpret them to come to a reasonable diagnosis about the condition
- 2.2.2 Acquire Adequate skills and competence in performing various procedures as required in the specialty

2.3 HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:

- 2.3.1 Adopt ethical principles in all aspect of practice.
- 2.3.2 Professional honesty and integrity are to be fostered;
- 2.3.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.3.4 Develop communication skills. In particular and skill to explain various options available in management and to obtain a true informed consent fro, the patient.
- 2.3.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.3.6 Apply high moral and ethical standards while carrying out human o animal research.
- 2.3.7 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed
- 2.3.8 Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

3. INFRASTRUTURE:

The Infrastructure like staff, equipment, Instruments, Materials, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

4. M.D.S COURSE – BRANCHES:

Specialties for the M.D.S. Degree

- 4.1 Prosthodontics and Crown & Bridge.
- 4.2 Periodontology.
- 4.3 Oral & Maxillofacial Surgery.
- 4.4 Conservative Dentistry and Endodontic
- 4.5 Orthodontics & Dentofacial Orthopedics.
- 4.6 Oral & Maxillofacial Pathology and Oral Microbiology
- 4.7 Public Health Dentistry.
- 4.8 Pedodontics & Preventive Dentistry.
- 4.9 Oral Medicine & Radiology.

5. ELIGIBILITY FOR ADMISSION:

- 5.1** A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University/ institute recognized by Dental Council of India and registered with the State dental Council and has obtained provisional/ permanent registration with my State Dental Council on or before 31st March of the calendar year of admission and has undergone compulsory rotator internship of a year in an approved/ recognized Dental college.

Candidates not possessing a recognized Dental qualification for the above purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course under.

- 5.2** Provided that in the case of a foreign national, the candidate may, on payment or the prescribed fee to Dental Council of India for registration, obtain temporary registration for the duration of the postgraduate training under JNCT Professional University, Bhopal. He is admitted for the time being exclusively for postgraduate studies.
- 5.3** Provided further that grant of temporary registration to such foreign national by Dental Council of India shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI

6. SELECTION OF STUDENTS FOR MDS COURSES:

Students for MDS course shall be selected strictly on the basis of their academic merit based on-

- 6.1** The merit as determined by the Common Entrance examination conducted by NEET or as described by the Statutory Body.
- 6.2** The minimum percentage of mark for eligibility for admission to postgraduate Dental Course shall be 50th percentile for general category candidates and 45th percentile for person with locomotory disability of lower limbs and 40th percentile for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/ Competent Authority from time to time.

7. DURATION OF THE M.D.S. COURSE:

- 7.1** The MDS Course shall be of three academic years duration as full time study including the period of examination Provided that a time period required for passing of MDS Course shall be a maximum of 6 years from the date of admission in said course as per University policy.
- 7.2** All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic/ laboratory/ nursing home/ College while studying postgraduate course.

- 7.3 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.4 The students undergoing postgraduate courses shall be exposed to the following:
 - 7.4.1 Regular study of all the aspects as given in syllabus of the specialty as per DCI.
 - 7.4.2 Basics of statistic, to understand and critically evaluate published research papers.
 - 7.4.3 Human values and professional ethics.
 - 7.4.4 Basic understanding of pharmacodynamics

8. COMMENCEMENT OF COURSE:

The academic session shall be commenced from 1st of May and the cut-off date for admission, even for stray vacancies, in the Master of Dental Surgery Course shall be 31st of May, every year. The Universities and other institutions shall start the admission process in such a way that teaching in post-graduate courses starts by 1st May each year for which they shall strictly adhere to the time schedule specified in the Dental Council of India (Establishment of new dental college, opening of higher courses of study Council Increase of admission capacity in existing dental colleges) Regulation, 2006.

9. TEACHING AND LEARNING ACTIVITIES:

- 9.1 All the candidates registered for MDS in various specialties shall pursue the course for a period of three years as full time students. During this period each students shall take part actively in learning and teaching activities designed by JNCT Professional University, Bhopal.
- 9.2 **Lecture** There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programmers. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics
- 9.3 **Journal club:** The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year.
- 9.4 **Seminars:** The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5 seminar presentation in each year.
- 9.5 **Symposium:** It is recommended to hold symposium on topics covering multiple disciplines.
- 9.6 **Clinico pasting.** Each trainees shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treatment by a specialist.

- 9.7 **Clinico pathological conference:** The clinic=pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation the discussions.
- 9.8 **Interdepartmental meeting:** To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate department at least once a month.
- 9.10 **Continuing dental education programs:** Each postgraduate department shall organize these programmes on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.
- 9.11 **Conferences/Workshops/Advanced course:** The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two scientific posters and two papers at state/ national level specialty and allied conferences/conventions during their training period.
- 9.12 **Rotation & posting in other departments.** To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 9.13 **Dissertation.** The JNCT Professional University, Bhopal appreciates the importance of Research activities- for the growth of the profession, Institution and trainee student The trainees shall prepare a dissertation based on the clinical or experimental work or any other study conducted by them under the supervision of the guide A model check list, prescribed by DCI, is to be filled by guide/co guide for evaluation of dissertation presentation and continuous evaluation of dissertation work.
- 9.14 All the student of the specialty departments shall complete the minimum quota for the teaching and learning activities, as follows:-
- | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| a) Journal clubs | .5 In a year |
| b) Seminars | -5 In a year |
| c) Clinical Case presentation | .4 In a year |
| d) Lectures taken for undergraduates | .1 In a year |
| e) Scientific Paper/ poster Presentations
In state/National Level Conference | 4 papers/posters during three years of Training period |
| f) Clinico Pathological Conferences | : 2 presentations during three years of Training period |
| g) Scientific Publications (optional) scientific | One publication in any indexed Journal within six month from date of commencement of the course |
| h) Submission of Synopsis | Within six months from date of Commencement of the course |
| i) Submission of Dissertation | Within six months before appearing for the University examination |
| j) Submission of Library Dissertation. | Within eighteen months from the date of Commencement of the course. |

10. MIGRATION: Under no circumstances, the migration or the transfer of students undergoing postgraduate Degree/Diploma shall be permitted by the University or the authority. No interchange of the specialty in the same institution or in any other institution shall be permitted after the date of the commencement of session.

11 METHOD OF TRAINING:

The training of a postgraduate student shall be time with graded responsibilities in the management and treatment of patients entrusted to his/her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in Lectures, seminars, group discussions, case demonstration, clinics, journal review meeting, and clinical meeting. Every candidate shall be required to participate in the teaching and training programme of undergraduate students Training should include involvement in laboratory and experimental work, and research studies.

12 SYLLABUS: As per DCI regulation notified from time to time.

13 ATTENDANCE, PROGRESS AND CONDUCT:

- 13.1 A candidate pursuing MDS degree course work in the concerned department of the institution as a full time student.
- 13.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 13.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each year as prescribed by the department and not absent himself/herself from work without valid reasons
- 13.4 Every candidate shall have less than 80 percent of attendance in each year of the course or as per University policy. However, candidates should not be absent in one continuous stretch as the course is a full time one.
- 13.5 Every candidate shall complete from time to the assignment as prescribed in the curriculum as started by DCI

14 MONITORING PROGRESS OF STUDIES:

- 14.1 **Work diary / Log Book:** Every candidate shall maintain a work diary and record of his/her participation in the training programme conducted by the department such as journal reviews, seminars, etc. as per the model checklists and logbook prescribed by DCI. Special mention may be made of the presentational by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate The work diary shall be scrutinized and certified by the head of the Department and Head of the Institution, and presented in the University practical / clinical examination.
- 14.2 **Periodic tests:** In case of MDS degree course of three years duration, the concerned departments shall conduct three test, first at the end of first year and second at the end of second year and the Third. Two months before the University examination. The tests shall include written papers, practical, clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department

- 14.3** In addition to these annual tests the departments may conduct assessment tests periodically to monitor the progress.

15 DISSERTATION:

Every candidate shall prepare two Dissertations, one based on Review of Literature (LIBRARY DISSERTATION) and second one based on clinical or research or experimental or any other method of study (MAIN / RESEARCH).

- 15.1 Library Dissertation:** It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be complete within 18 months of commencement of course.

15.2 Main \ Research Dissertation-

- 15.2.1** Main/Research dissertation shall be based on work/ Research done by the candidate under the approved Guide, during the course of study.
- 15.2.2** Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.
- 15.2.3** The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.
- 15.2.4** Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.
- 15.2.5** Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.
- 15.2.6** The dissertation should be written under the following heading.
- Introduction.
 - Aim & Objectives of study.
 - Review of Literature
 - Materials and Methods
 - Results & observations.
 - Discussion.
 - Conclusion.
 - Summary.
 - Reference.
 - Tables.
 - Annexure.

- 15.2.7** The written text of dissertation be not less than 50 pages shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution.
- 15.2.8** Four copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the University, through the Head of the Institution, six months before final examination on or before the dates notified by the University.
- 15.2.9** The dissertation shall be valued by Two external examiners appointed by the University, before the University examination.
- 15.2.10** Approval of dissertation for a candidate to be eligible to appear in the University examination, provided further that that the candidate fulfils other eligibility requirements of attendance, progress and clearance.
- 15.2.11** If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work
- 15.2.12** If one examiner does not approve & other approved the dissertation, it should be sent to 3rd external valuer & his opinion will be considered as final decision
- 15.2.13** If both the external examiner do not approve the dissertation. Such candidate should rectify the deficiencies as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, 3 month before commencement of next or subsequent examination
- 15.2.14** University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear the Theory, Clinical/ practical examination.

16 GUIDE:

- 16.1** The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and JNCT Professional University, Bhopal
- 16.2** The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 16.3** Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time.
- 16.4** HOI/HOD may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution in consultation of University.
- 16.5** Guides and co-guides shall be approved by the JNCT Professional University, Bhopal
- 16.6** **CHANGE OF GUIDE:** In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

17 UNIVERSITY EXAMINATION:**Eligibility.**

The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.

- 17.1 Attendance.** Every candidate shall have attendance of 80% in each academic year of the postgraduate course or as per specifications of apex council.
- 17.2 Progress and conduct:** Every candidate shall have participated in seminars, journal review meeting, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.
- 17.3 Work diary and Logbook:** Every candidate shall maintain a work diary and logbook, as prescribed by DCI, for recording his/ her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head the institution.
- 17.4 Dissertation** The approval of main dissertation by external examiners before appearing for University examination.

The certification of satisfactory progress by the head of the department and head of the institution shall be based work dairy, book and attendance.

18 SCHEME OF UNIVERSITY EXMINATION:

- 18.1 General:** The University examination shall consist of theory, practical and clinical examination and viva-voce and pedagogy.

18.1.1 Theory:

Part-I: shall consist of one paper.

There shall be a theory examination in the Basic Sciences at the end of 1st year of course The question paper shall be set and evaluated by the concerned Department/ Specialty The candidates shall have to secure a minimum of 50% in the Basis Sciences and shall have to pass the **Part-I** examination at least six months prior to the final (part-II) examination.

Part-II Shall consist of three papers, namely-

- > Paper-I : Concerned specialty
- > Paper II : Concerned specialty
- > Paper, III : Essay.

18.1.2 Practical (Part-II):

Shall consist and Clinical Examination,

- > Practical and Clinical Examination,
- > Viva-voce;
- > Pedagogy.

- 18.1.3** The failed candidates shall appear again in Supplementary examination, after six months.

- 18.1.4** The main examination shall be held in the months of April each year and supplementary examination shall be held in the month of October each year.

- 18.1.5** There shall be a gap of at least six month between the two examinations (Main, supplementary and subsequent examinations.

- 18.1.6** The failed student shall appear once again in all the parts or University examination (Written, Clinical/ Practical and Viva voce).
- 18.1.7** The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to six attempts or a maximum of 5 year from the date of first appearance in the examination only.
- 18.1.8** Such students shall apply to the University for Permission to carry but out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.

18.2 WRITTEN EXAMINATION:

Theory: Part I : Basic sciences paper – 100 marks

Part II : paper I , Paper II and Paper III – 300 marks (100 marks for each paper)

Written examination shall consist of basic sciences (Part I) of three hours duration shall be conducted at the end of first year MDS course. Party II examination shall be conducted at thee end of third year MDS course. Examination shall consist of paper I, Paper III, each of three hours duration. Paper I and paper I, Paper II and Paper III, each of three hours duration. Paper I and Paper II shall consist of 2 long answer questions carrying 25 marks each and 5 questions carrying 10 marks each. Paper III will be on essays. In Paper III questions will be given and student has to answer any 2 questions. Each question carries 50 marks. Questions on recent advances may be asked in any or all the papers. Distribution of topics for each paper will be as follows.

Part I- Theory

Paper I: Applied Basic Sciences

Part II – Theory

Paper I – Concerned specialty

Paper II Concerned specialty

Paper III – Essay on any topic concerned specialty (Choices shall be given for the essay)

*The topics assigned to the different papers are generally evaluated under those section. However a strict different of the subject may not be possible and some overlapping of topics is inevitable. Students should be prepared to answer overlapping topics.

- 18.3 CLINICAL / PRATICAL EXMINATION:** Clinical/ practical examination is designed to test the clinical skill, performance and competence of the candidate in skills such as communication, clinical examination, medical/ dental procedures or prescription, exercise prescription, latest techniques, evaluation and interpretation of result so as to undertake independent work as a specialist. The exam process to ensure that the candidate has been given ample opportunity to perform various clinical procedures.

The practical/ clinical examination in all specialties shall be conducted for six candidates for six candidates in two days.

Provided that practical / clinical examination may be extended for one day, if it in not complete in two days.

18.4 VIVA VOCE EXMINATION: Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

18.5 DISTRIBUTION OF MARKS AND TYPES OF QUESTION IN WRITTEN PAPERS AT THE UNIVERSITY EXAMINATION: (Total 400 marks)

18.5.1 Theory

Paper – 1 Applied Basic subjects

There shall be 10 questions of 10 marks each (Total 100 marks)

18.5.2 Part –II (3 Papers of 100 marks each):

- Paper-I - Two long essay of 25 marks each and five short essay of 10 marks each (Total of 100 marks.)
- Paper-II - Two long essay of 25 marks each and five short essay of 10 marks each (Total of 100 marks).
- Paper-III - Two out of three essay questions (50 2= 100 marks).

18.6 All the written papers shall be valued by examiners for part I exam and four examination for part II exam. Aggregate of average marks in all the written papers shall be computed to determine the result.

18.7 Criteria for pass certificate: to pass the University examination, a candidate shall secure in both theory examination and in practical/ clinical including viva independently with an aggregate of 50% of total marks allotted (50 out of 100 marks in Part I examination and 150 marks out of 300, clinical plus viva voce together). A candidate securing marks below 50% as mentioned above shall be candidate have failed in the examination.

A candidate who is declared successful in the examination shall be granted degree of master of dental surgery in the respective specialty.

19 GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/ Director/principal/Head of Department/ Institutions/constituent College/ Schools. The decision of the Vice Chancellor Shall be final.

ORDINANCE NO - 40**BACHELOR OF AYURVEDIC MEDICAL & SURGERY (BAMS)**

This ordinance shall provide regulation of JNCT Professional University, Bhopal running Bachelor degree Program Bachelor of Ayurvedic Medicine & Surgery (B.A.M.S.) The programme shall be governed by the norms, rules and guidelines of the concerned council the Central Council of Indian Medicine, New Delhi and the policies of Government of India/ Government of Madhya Pradesh

1. STRUCTURE OF B.A.M.S. PROGRAMME:

The duration of the programme of instruction for the degree of Ayurvedacharya (Bachelor of Ayurvedic Medical & Surgery) shall be Four Years and six Months, followed by compulsory Rotatory Internship for one year.

This period of five Year and six Months will be divided as follows:

First Professional	12 months
Second Professional	12 months
Third Professional	12 months
Final Professional	18 months
Compulsory Rotatory Internship	12 months

2. ELIGIBILITY FOR ADMISSION:

- 2.1 Admission to the Programme is open to a candidate who has passed his/her 12th examination from any recognized board in Physics. Chemistry & Biology and English as Compulsory subject with 50% or any equivalent degree, for general category and 40% for SC, ST and other Backward classes.
- 2.2 Candidate with benchmark disabilities under the Right of Person with Disabilities Act, 2016 (49 of 2016), the minimum qualifying marks in qualifying examination in physics, Chemistry & Biology shall be 45% for General Category & 40% for SC, ST and other Backward classes.
- 2.3 No Candidate shall be admitted for BAMS Degree course unless he/She has attained the age of seventeen years on or before the 31st December of the year of admission in the year of the course and not older than the age of twenty five years on or before the 31st December of the year of admission in the first year of the course, provided that the upper age limit may be relaxed by five years for SC, ST and other Backward classes and Physically handicapped candidates.
- 2.4 The candidates need to appear in the 'National Eligibility Entrance Test (NEET)' for admission to under-graduate course in each academic year and shall be conducted by an authority designated by the Central Government.
- 2.5 In order to be eligible for admission to under – graduate course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'National Eligibility Entrance Test' for under- graduate course held for the said academic year, all guidelines issued by Government of India and State Government for admission will be followed.

3. ADMISSION PROCESS:

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. Following the norms of Central Council of Indian Medicine, New Delhi.

4. NUMBER OF SEATS FOR PROGRAMME:

It will be decided by the university from to time, as the norms laid down by Central Council of Indian Medicine, New Delhi / other concerned Apex Regulatory Bodies and as approved by Government of India.

5. FEE STRUCTURE:

- 5.1 Tuition Fees and other permitted fees is payable yearly.
- 5.2 The Examination fee to be paid by a candidate shall be as per university norms for each examination or a part thereof.
- 5.3 Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each year
- 5.4 Fees, once paid, and if student has started attending the classes, will not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice- Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- 5.5 The Fees of this Course shall be as decided by the Board of Management of the University and after the approval of M.P. Private University Regulatory Commission.
- 5.6 The fees structured laid down in the admission bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission the concerned academic year.

6. ACADEMIC SYSTEM:

- 6.1 There will be normally/one academic cycle every year from July to June.
- 6.2 Examination Curriculum & Related Regulation: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.
- 6.3 The examination shall be held according to the syllabus prescribed by central council of Indian Medicine New Delhi and adopted by the University for regular students. Provided that the syllabus for candidates for the compartment examination shall be the same as was in force in the last Annual Examination.
- 6.4 The period of theory and practical shall not be less than 60 minutes (one hour). The duration of the practical of clinical subjects and Rachna Sharir (Dissection) shall be of at least 120 minutes (Two hours).

- 6.5 Clinical training of the students in hospital attached with college as per regulation laid by central regulatory authorities.

7. ATTENDANCE:

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and 75% in practical.

8. ELIGIBILITY FOR THE AWARD OF THE DEGREE:

- 8.1 The minimum marks required to pass in each subject shall be 50% (written & practical separately).
- 8.2 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks and passed in the first attempt all the examinations within the normal period of instruction shall be declared to have passed with distinction.
- 8.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"
- 8.4 Every successful candidate shall be granted a Certificate-cum detail marks card of each examination Marks obtained in each subject shall be supplied to and half year examinations of Ayurvedacharya will be issued a Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) B.A.M.S after completion of internship.
- 8.5 Every candidate on passing the Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) course of studies shall be required to, undergo compulsory rotatory Internship training for a period of one year as under before the degree of Ayurvedacharya (Bachelor of Ayurvedachaya Medicine & Surgery) is conferred upon his / her.

Departments	Distribution of months	Distribution of Two months
1.Kayachikitsa	2 Months	4 Months
2.Shalya	1 Months	2 Months
3.Shalakya	1 Months	2 Months
4.Prasuti Tantra & Stri Roga	1 Months	2 Months
5.Kaumarbhritya	15 Days	1 Months
6.Panchkarma	15 Days	1 Months

- 8.6 Six months training of interns will be carried out with an object to orient and acquaint the intern with National health program The Intern will have to join in one of the following institute for undertaking such training.
- a) Primary Health centre
- b) Community Health Centre/ District Hospital

- c) Any Hospital of Modern Medicine
- d) Any Ayurveda Hospital or Dispensary
- e) All the above centers (a,b,c and d) will have to be recognized by the concerned University and concerned Government designated authority for taking such a training .

NOTE: Internship will start after the declaration of final year B.A.M.S examination result and Registration of Madhya Pradesh Ayurveda Unani Chikitsa Board, Bhopal

9. RE-EVALUATION/ RE-TOTALING:

- 9.1 Student may apply for re-evaluation and/or Re-totalling of the answer sheet of the appeared subject, post result for any doubt in the marks obtained.
- 9.2 Student may go for all the appeared subjects of that session for Re- evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University

10. GENERAL INSTRUCTIONS:

- 10.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- 10.2 The subject to be studied in different year include lab work, practical, implant training, project etc shall be as per the course regulating authority, University schemes, approved by Board of Students of the University on the basis of Authority norms and the Board of Management of the University.
- 10.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of Interpretation, the Vice-chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Dean and/or all the Directors/Dean of all Department/Institutions Schools The decision of the Vice-Chancellor shall be final
- 10.4 The Reservation of SC/ST Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India
- 10.5 The medium of Instruction and Examination shall be Hindi and English.

ORDINANCE NO - 41

Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda)
Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda)

This ordinance shall provide regulation of JNCT Professional University, Bhopal running Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) – Subject concern, Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – Subject concern. The programme shall be governed by the norms, rules and guideline of the National Commission for Indian System of Medicine (NCISM), New Delhi and the policies of Government of Madhya Pradesh.

1. Duration :

The duration of the programme of Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) & Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – subject concern shall be three years.

2. Specialization:

In which post – graduate degrees can be conducted:

The post – graduate degree may be allowed in the following specialties:

Sl.No	Name of specialty	Nearest terminology of modern subject	Department in which post-graduate degree can be conducted
(1)	(2)	(3)	(4)
Pre-clinical specialty			
1	Ayurveda Samhita eva Siddhant	Ayurveda Samhita and basic principle of Ayurveda	Samhita and basic principles of Ayurveda
2	Rachana Sharira	Anatomy	Rachana Sharira
3	Kriya Sharira	Physiology	Kriya Sharira
Para-clinical specialty			
4	Dravyaguna Vigyana	Materia Medica and Pharmacology	Dravyaguna
5	Rasa Shastra evam Bhaisha Kalpana	Ayurveda Pharmaceuticals	Rasa Shastra evam Bhaishaj Kalpana
6	Roga Nidana evam Vikriti Vigyana	Diagnostic Procedure and Pathology	Roga Nidana evam Vikriti Vigyana
Clinical specialty			
7	Prasuti evam Stri Roga	Obstetrics and Gynecology	Prasuti evam Stri Roga
8	Kaumarabhritya –Bala Roga	Pediatrics	Kaumarabhritya– Bala Roga
9	Swasthavritta	Preventive Social Medicine	Swasthavritta and Yoga
10	Kayachikitsa	Medicine	Kayachikitsa

11	Rasayana evam Vajikarana	Rejuvenation and Aphrodisiacs	Kayachikitsa
12	Mano Vigyana evam Manas Roga	Psychiatry	Kayachikitsa
13	Shalya	Surgery	Shalya Tantra
14	Shalakya	Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry	Shalakya Tantra
15	Panchakarma	Panchakarma	Panchakarma
16	Agada Tantra	Toxicology and Forensic Medicine	Agada Tantra.

3. The nomenclature of post-graduate degree in respective specialties shall be as under:-

Sl.No	Nomenclature of specialty or degree	Abbreviation
(1)	(2)	(3)
Pre-clinical specialty		
1	Ayurveda Vachaspati – Ayurveda Samhita evam Siddhant	M.D. (Ayurveda)- Compendium and Basic Principles
2	Ayurveda Vachaspati – Rachana Sharira	M.D. (Ayurveda) - Anatomy
3	Ayurveda Vachaspati – Kriya Sharira	M.D. (Ayurveda) - Physiology
Para-clinical specialty		
4	Ayurveda Vachaspati – Dravyaguna Vigyana	M.D. (Ayurveda) - Materia Medica and Pharmacology
5	Ayurveda Vachaspati – Rasa Shastra evam Bhaishajya Kalpana	M.D. (Ayurveda) - Pharmaceuticals
6	Ayurveda Vachaspati – Roga Nidana evam Vikriti Vigyana	M.D. (Ayurveda)- Diagnostic procedure and Pathology
Clinical specialty		
7	Ayurveda Dhanvantari – Prasuti evam Stri Roga	M.S. (Ayurveda)- Obstetrics and Gynecology
8	Ayurveda Vachaspati – Kaumarabhritya – Bala Rog	M.D. (Ayurveda)- Paediatrics
9	Ayurveda Vachaspati – Swasthavritta	M.D. (Ayurveda)- Social and Preventive Medicine
10	Ayurveda Vachaspati – Kayachikitsa	M.D. (Ayurveda)- Medicine
11	Ayurveda Vachaspati – Rasayana evam Vajikarana	M.D. (Ayurveda)- Rejuvenation and aphrodisiacs
12	Ayurveda Vachaspati – Mano vigyana evam Manas Roga	M.D. (Ayurveda)- Psychiatry
13	Ayurveda Dhanvantari – Shalya	M.S. (Ayurveda)- Surgery
14	Ayurveda Dhanvantari – Shalakya	M.S. (Ayurveda)- Diseases of Eye, Ear, Nose Throat Head, Neck, Oral and Dentistry
15	Ayurveda Vachaspati – Panchakarma	M.D. (Ayurveda)- Panchakarma
16	Ayurveda Vachaspati – Agada Tantra	M.D. (Ayurveda)- Toxicology and Forensic Medicine

4. Eligibility For Admission

4.1 A person possessing the degree of Ayurvedacharya (Bachelor of Ayurveda Medicine and Surgery) from a recognised University or Board or medical institution specified in the Second Schedule to the Act and enrolled in Central or State register of Indian System of Medicine shall be eligible for admission in the post-graduate courses.

4.2 (i) There shall be a uniform entrance examination to all medical institutions at the post-graduate level namely, the All India AYUSH Post Graduate Entrance Test (AIA-PGET) for admission to post-graduate course in each academic year and shall be conducted by an authority designated by the Central Government.

(ii) In order to be eligible for admission to post-graduate courses for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'All India AYUSH Post Graduate Entrance Test (AIA-PGET)' held for the said academic year:

Provided that in respect of-

(a) candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the minimum marks shall be at 40th percentile;

(b) candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the minimum marks shall be at 45th percentile for the General Category and 40th percentile for the Scheduled Castes, Scheduled Tribes and Other Backward Classes.

(iii) An all India common merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in the All India AYUSH Post Graduate Entrance Test (AIA-PGET) and the candidates, within the respective categories, shall be admitted to post graduate course from the said merit lists only.

(iv) The seat matrix for admission in the university shall be fifteen percent (15%) for the all India quota and eighty-five percent (85%) for the States.

(v) The designated authority for counseling for admission to post-graduate course in university shall be the respective State in accordance with the relevant rules as the case may be.

(vi) The counseling for all admissions to post-graduate course for seats under the all India quota as well as state quota shall be conducted by the authority designated by the Central / state Government.

(vii) No candidate who has failed to obtain the minimum eligibility marks as specified above shall be admitted to post-graduate course in the said academic year.

(viii) The university shall not admit any candidate to the post-graduate course in contravention of the criteria or procedure as laid down by the NCISM / state govt. rules regulations and the in respect of admissions.

4.3 The sponsored candidates if any shall also be required to possess the percentile of marks specified in clause (ii) of sub-regulation.

4.4 Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned department.”.

5. Duration of course and attendance

5.1 The student shall have to undergo study for a period of three years after the admission.

5.2 The student shall have to attend minimum seventy-five percent (75%) of total lectures, practical and clinical tutorials or classes to become eligible for appearing in the examination.

5.3 The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.

5.4 The student of clinical subject shall have to do resident duties in their respective departments and student of non-clinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.

5.5 The student shall attend special lectures, demonstrations, seminars, study tours and such other activities as may be arranged by the teaching departments.

5.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course.

5.7 Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.

6. Method of training.-

6.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Ayurveda

6.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.

6.3 The emphasis shall be given on intensive applied and hands on training.

6.4 The student shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.

6.5 In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.

- 6.6 The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of under-graduate students or interns in the respective subjects during the course of studies.
- 6.7 In the clinical training, the student shall have to acquire knowledge of independent work as a specialist.
- 6.8 In the specialties of Shalya, Shalakya and Prasuti - Stri Roga, the student shall undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

7. Dissertation.-

- 7.1 The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of the University, shall be submitted to the University within a period of six months from the date of admission to the post-graduate course.
- 7.2 If the student fails to submit the title of dissertation and synopsis within the period specified under sub- regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.
- 7.3 The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide (if any). The University shall approve the synopsis not later than three months after submission of the synopsis.
- 7.4 A Board of Research Studies shall be constituted by the University for approving the title.
- 7.5 The University shall display the approved synopsis of dissertation on website.
- 7.6 The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Ayurveda system and the subject of the dissertation shall have relation with the subject matter of the specialty.
- 7.7 Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.
- 7.8 No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.

- 7.9 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.
- 7.10 The dissertation shall consist of critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion, and references cited in the dissertation shall be suitable for publication.
- 7.11 The dissertation shall consist of not less than forty thousand words.
- 7.12 The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words.
- 7.13 The guide or supervisor shall be a person of status of a Professor or Reader or Associate Professor.
- 7.14 Lecturer or Assistant Professor having five years University approved teaching experience in the subject concerned shall eligible for guide or supervisor.
- 7.15 Five copies of the bound dissertation along with a certificate from the supervisor or guide shall reach the office of the Registrar of the University four months before the final examination.
- 7.16 The dissertation shall be assessed by two external examiners and two internal examiners appointed by the University.
- 7.17 The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (17) and in case of disapproval by one external examiner, the dissertation shall be referred to third external examiner approved by the University concerned.
- 7.18 If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student shall resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.
- 7.19 The student shall be permitted to appear in the final examination of post-graduate degree course only after approval of the dissertation by the examiners.
- 7.20 Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned specialty.

7.21 If a para-clinical or pre-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under co-guide of a clinical teacher of the specialty concerned for preparing the thesis

8. Examination and assessment.-

8.1 The post-graduate degree course shall have two examinations in the following manner, namely:

- (a) The preliminary examination shall be conducted at the end of one academic year after admission;
 - (b) The final examination shall be conducted on completion of three academic years after the admission to post- graduate course;
 - (c) Examination shall ordinarily be held in the month of June or July and November or December every year;
 - (d) For being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
 - (e) The student shall be required to obtain minimum fifty percent (50%) marks in practical and theory subjects separately to be announced as pass;
 - (f) if a student fails in preliminary examination, he shall have to pass before appearing in the final examination;
 - (g) if the student fails in theory or practical in the final examination, he can appear in the subsequent examination without requiring to submit a fresh dissertation;
 - (h) the subsequent examination for failed candidates shall be conducted at every six months interval; and
 - (i) the post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination.
- 8.2 The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist.
- 8.3 The clinical examination shall judge the competence of the student in Ayurveda and scientific literature of the specialty.
- 8.4 The *viva-voce* part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.

9. Subjects of examination.-

9.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely:-

Paper I- Research Methodology and Bio or Medical Statistics;

Paper II-Applied aspects regarding concerned subjects.

9.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under:-

- (a) study of literature related to specialty;
- (b) regular clinical training in the hospital for student of clinical subject
- (c) practical training of research work carried out in the department, for student of pre-clinical and para- clinical subject;
- (d) participation in various seminars, symposia and discussions; and
- (e) progress of the work done on the topic of dissertation.

9.3 The assessment of the work done by the students of first year post-graduate course during the first year as specified in sub-regulation (2) shall be done before the preliminary examination.

9.4 The final examination shall include dissertation, written papers and clinical or practical and oral examination.

9.5 There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected by the student for special study.

9.6 The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.

10. Mode of examination and appointment of examiner(s)-

10.1 The preliminary examination and final examination shall be held in written, practical or clinical and oral examination.

10.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and the final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.

10.3 A teacher with five years teaching or research experience in concerned subject or specialty shall be considered eligible for being appointed as an examiner.

11. Teacher- student ratio.-

The teacher-student ratio shall be in accordance to the regulations of NCISM, New Delhi.

12. Number of the Seats for the programme-

- 12.1 It will be decided by the university from time to time, as per the norms laid down by National Council of Indian System of Medicine (NCISM), New Delhi and Government of India.
- 12.2 The maximum number of students per year per specialty shall not exceed twelve.

13. Fee Structure:

- 13.1 Tuition Fees and such other fees approved by competent authority shall be payable yearly.
- 13.2 The Examination fee to be paid by a candidate shall be as per University norms for each examination or a part thereof
- 13.3 Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each year.
- 13.4 Fee, once paid and if student has started attending the classes, will not refundable In any case except for the caution money. In some cases of genuine hard ship, the Vice- Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fees before the start of examination, the result of such student shall be withheld till all his dues are cleared.
- 13.5 The Fees of this Course shall be as decided by the board Management of the University and after the approval of M.P. Private University Regulatory Commission.

14 General Instructions:

- 14.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- 14.2 The subject to be studied in different year include lab work, practical, Implant training, project etc. shall be as per the course regulating authority, University Schemes, approved by Board of Studies of the University on the basis of Authority norms and the board Management of the University.
- 14.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues interpretation, this vice – Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of any or Dean and/ or all the Directors/ Dean of all Departments/Institution Schools. The decision of the Vice- Chancellor shall be final.
- 14.4 The reservation of SC/ST/OBC and other category candidates shall be applicable as per the norms of the state Government of Madhya Pradesh and/ or the Government of India.
- 14.5 The medium of Instruction and Examination shall be Hindi /English and Sanskrit.

ORDINANCE NO - 42**GENERAL NURSING & MIDWIFERY (GNM DIPLOMA)**

The faculty of nursing shall offer GNM diploma Program in nursing as per details given below:

Admission to the GNM course shall be made in accordance to the Norms of Indian Nursing Council.

1. **Title of the Degree** : Diploma in General Nursing & Midwifery
2. **Name of Faculty** : Faculty of Nursing
3. **Duration of the Course** : 3 years

4. Eligibility for Admission:

10+2 classes passed preferably Science (PCB) & English with aggregate of 25% marks 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSE / CBSE / ICSE / SSCE / HSCE or other equivalent Board.

Or

10+2 vocational ANM under CBSE Board of other equivalent Board from the Faculty and recognized by Indian Nursing Council.

Or

Registered as ANM with State Nursing Registration Council.

And

The minimum age shall be 17th years completed on or before Dec 17th of the year of admission. The admission in ANM 1st year shall be based on the merit in the common entrance test or qualifying examination. Candidate should be medically fit. The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

5. Eligibility for Admission to NRI/Other Privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to the course in accordance with the directives of Govt. of India and / or State Government.

6. Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7. Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

- 8. Academic Cycle/Year**
There shall be one academic cycle for these courses every year as decided by the University
- 9. Course Structure**
The Diploma in GNM of 3 years course shall be designated as Basic GNM.
- 10. Medium of Instructions and Examination:**
The medium of instructions and examination shall be English.
- 11. Examination:**
The examinations shall be held as per Scheme of Examinations as approved by the State Registration Nursing Council.
- 12. Eligibility for Award of the Diploma:**
A student shall be declared to be eligible for award of the ANM if he has:
 - i. Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
 - ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
 - iii. Earned the specified credits in all the categories of subjects as applicable;
 - iv. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
 - v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
 - vi. No disciplinary action is pending against him.
- 13. Attendance Requirement:**
A candidate must have at least 75% attendance. In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.
- 14. Maximum Duration for Completion of Course:**
The maximum period to complete the course successfully should not exceed 6 years from the date of admission.
- 15. General Instructions:**
 - i. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of JNCT Professional University, Bhopal.
 - ii. The admission to all kinds & mode of GNM courses shall be governed in accordance and provisions of the Rules/Directives of UGC/ INC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.

- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / INC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iv. For matters not covered in this specific ordinance, General Rules and regulations of JNCT Professional University, regarding specific courses shall be applicable. In other matters Board of Management of JNCT Professional University shall be competent to take any decision which shall be final.
- v. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- vi. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and I or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 43**POST BASIC B.SC. NURSING(2 YEAR DEGREE COURSE)**

The Programme, shall be governed by, the norms laid down, by the Indian Nursing Council.

1. AIMS & OBJECTIVES**1.1 AIMS**

The aim of the undergraduate programme at the Post Basic level is to upgrade the diploma(GNM) nurses to:

- 1.1.1 Assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative, and rehabilitative services,
- 1.1.2 Make Independent decisions in nursing situations, protect the rights of and facilitate Individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health settings.

1.2 OBJECTIVES

On completion of Post Basic B. Sc. Nursing degree programme the graduates will be able to,

- 1.2.1 ✓ Assess health status, identify nursing needs, plan, implement and evaluate nursing care for patients clients that contribute to health of individuals, families and communities.
- 1.2.2 ✓ Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing, physical, biological and behavioural sciences.
- 1.2.3 ✓ Participate as members of health team in the promotive, preventive, curative and restorative health care delivery system of the country.
- 1.2.4 ✓ Demonstrate skills in communication and Interpersonal relationship.
- 1.2.5 ✓ Demonstrate leadership qualities and decision-making abilities in various situations.
- 1.2.6 ✓ Demonstrate skills in teaching to Individuals and groups in community health settings.

- 1.2.7 ✓ Demonstrate managerial skills in community health setting.
- 1.2.8 Practice ethical values in their personal and professional life.
- 1.2.9 ✓ Participate in research activities and utilize research findings in improving nursing practice.
- 1.2.10 ✓ Recognize the need for continued learning for their personal and professional development.

2. The degree in nursing two year course here in after will be designated as Post Basic Bachelor of Science in Nursing in short "Post Basic B.Sc. (Nursing)".

3. COURSE STRUCTURE

- 1.1 The duration of Post Basic B.Sc. (Nursing) course shall be extended over a period of two years consisting named below:

- I. Post Basic B.Sc. (Nursing) First Year
- II. Post Basic B.Sc. (Nursing) Second Year

4. Seat Intake: As per approval of regulatory body.
5. Reservation : As per Statute No.18 clause no. 5 of JNCT Professional University, Bhopal, approved and published in M. P. Gazette.

6. ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

- 6.1 Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 in or before 1986, will be eligible for admission.

- 6.2 Obtained a certificate in General Nursing and Midwifery and registered as registered Nurse and Registered Midwife (R.N. R.M.) with the State Nurses Registration Council.

A male nurse, trained before the Implementation of the new Integrated course besides being registered as a nurse with State Nurse Registration Council, shall produce evidence of training approved by Indian Nursing Council for a similar duration in lieu of midwifery in any one of the following areas of Operation Theatre (O.T.) Techniques. Ophthalmic Nursing/ Leprosy Nursing/ Tuberculosis (T.B.) Nursing /Psychiatric Nursing / Neurological and Neuro-Surgical Nursing Community Health Nursing / Cancer Nursing/Orthopedic Nursing.

- 6.3 Nurses from other countries must obtain an equivalence certificate from INC before admission.

- 6.4 Candidates should be medically fit.

7. CRITERIA FOR SELECTION

7.1 The candidate who fulfils the aforesaid academic qualification for admission.

7.2 Admission shall be based on merit of qualifying examination.

7.3 Candidate should be medically fit.

7.4 There shall be no upper age limit for admission for trained Registered nurses.

8. COURSE DURATION

8.1 The complete duration of Post Basic B.Sc.(Nursing) course shall be of two years.

8.2 The duration of each course of Post Basic B.Sc. (Nursing) I, II years shall not be less than 10 months.

8.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

9. COURSE COMMENCEMENT

9.1 The commencement of first year Post Basic B. Sc. (Nursing) shall start during the period of July/August of every year.

10. EXAMINATION

10.1 The medium of Instruction and examination shall be English throughout the course of the study.

10.2 SCHEME OF EXAMINATION

Paper	Subjects	Duration	Int. Ass.	Ext. Ass.	Total Marks
1st Year					
1.	Nursing Foundation	2	15	35	50
2.	Nutrition & Dietetics	2	15	35	50
3.	Biochemistry & Biophysics	3	25	75	100
4.	Psychology	3	25	75	100
5.	Microbiology	3	25	75	100
6.	Maternal Nursing	3	25	75	100
7.	Child Health Nursing	3	25	75	100
8.	Medical & Surgical Nursing	3	25	75	100
9.	English (Qualifying)	3	25	75	100
Practicals					
1.	Medical & Surgical Nursing		50	50	100
2.	Maternal Nursing		50	50	100
3.	Child Health Nursing		50	50	100
2nd Year					
10.	Sociology	3	25	75	100
11.	Community Health Nursing	3	25	75	100
12.	Mental Health Nursing	3	25	75	100

13.	Introduction to Nursing Education	3	25	75	100
14.	Introduction to Nursing Administration	3	25	75	100
15.	Introduction to Nursing Research & Statistics	2	50	-	50
Practicals					
4.	Community Health Nursing		50	50	100
5.	Mental Health Nursing		50	50	100
6.	Research Project		50	50	50

* Qualifying examination at college level not university level.

**College examination not University examination.

10.3 University Examination

10.3.1 There shall be one annual University examination at the end of each academic year in the month of May/June.

10.3.2 The external examination for practical subject shall be out of 50 marks.

10.3.3 The external assessment marks for theory subject shall be out of 75 marks except Nursing Foundation (Paper 1), Nutrition & Dietetics (Paper 2) shall be out of 35 Marks.

10.3.4 Theory and practical exams for Introduction to Nursing Research and Statistics (Paper 15) will be conducted as college exam and marks to be sent to University for inclusion in the mark sheet.

10.3.5 A 50% of minimum marks in each theory and practical paper separately is required for passing.

10.3.6 A candidate has to secure minimum of 33 % in English (qualifying examination). The obtained marks shall not be added in grand total.

10.3.7 Maximum number of candidate for practical examination should not exceed 20 per day.

10.3.8 All practical examinations must be held in the respective clinical areas.

10.3.9 The duration of theory examination shall be three hours except Nursing Foundation (Paper 1) and Nutrition & Dietetics (Paper 2) It should be two hrs.

10.4 Supplementary Examination

10.4.1 There will be only one mid-session Supplementary Examination held by the

University ordinarily held in the month of September / October. However those who fails in supplementary exam they will appear in main exam.

10.4.2 Only supplementary subjects will have to be repeated in mid-session supplementary or supplementary examination with the main annual examination.

10.5 Internal Examination

10.5.1 The assessment of academic growth of the students shall be done on continuously and day to day basis.

10.5.2 The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

10.5.3 The internal assessment marks for the theory subjects shall be out of 25 Marks except Nursing Foundation (Paper 1) and Nutrition and Dietetics (Paper 2) shall be out of 15 marks.

10.5.4 The internal assessment marks for the practical shall be out of 50 marks.

10.5.5 The duration of theory examination (conducted at college level) shall be two hours for Introduction to Nursing Research & Statistics (Paper 15).

10.5.6 The practical exam for Research Project shall be conducted at college level and marks shall be sent to the University for inclusion in the mark sheet. There will not be University practical exam for aforesaid paper.

10.5.7 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.

10.5.8 In case a candidate fails in any subject/s there shall be provision of improvement in internal assessment marks and those marks shall be considered in subsequent examinations.

11. CRITERIA FOR PASSING

11.1 A candidate has to pass in theory and practical exam separately in each of the paper.

11.2 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

11.3 A candidate has to secure minimum of 33 % in qualifying subject (English) for passing.

11.4 If a candidate fails in either theory or practical paper he/she has to re-appear for

both the papers (Theory and Practical),

11.5 A Candidate falling in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 4 year.

11.6 Grace marks up to an aggregate of 5 marks may be awarded to students who have fail into two subjects but passed in all other subjects. However the total marks obtained should not be altered.

12. DIVISION & MERIT

Distinction 75% and above in any subject (First attempt only).

First Division 60% and above in the aggregate of marks of all main subjects

Second Division 50% and above but less than 60% In the aggregate of Marks of all main subjects.

Pass - Shall be awarded to the candidate passing with Supplementary or more than one attempt.

13. ATTENDANCE

13.1 A candidate must have minimum of 80% attendance (Irrespective of the kind of absence) in theory in each subject for appearing for examination.

13.2 A candidate should have 100% attendance in each of the practical area before award of degree.

14. APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following rules.

14.1 Question paper setter / moderator / evaluator shall be Professor, Associate Professor, Assistant Professor or Lecturer working in any nursing institute conducting nursing courses with minimum of 3 year of teaching experience can be appointed. The panel of the entire above mentioned category shall be submitted by Dean-Faculty.

14.2 Practical examiner

14.2.1 One Internal and one external examiner should jointly conduct practical examination for each student.

14.2.2 An examiner should be a lecture or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 year of teaching experience.

15. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor or based on recommendation of Head of Institution, If;

15.1 Candidate Is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the institution or in the inor University campus.

16. SCHEME OF STUDIES

16.1 Annual schedule of studies shall be as follows-

- Weeks available per year = 52 weeks
- Vacation = 8 weeks
- Gazetted holidays = 3 weeks
- Examination (Including preparatory) = 4 weeks
- Available weeks = 37 weeks
- Hours per week = 40 Hours
- Practical = 30 hours per Wk (5x6 =30)
- Theory = 10 hours per wk (2x5 =10)
- Hours available per academic year = 1480 (37 wk x 40 hours)

16.2 The subject to study In different academic year of Post Basic B.Sc. (Nursing) shall be as per the scheme given in subsequent sections.

S. No.	Subject	Hours Theory	Hours Practical
1st Year			
1.	Nursing Foundation	45	-
2.	Nutrition & Dietetics	30	15
3.	Biochemistry & Biophysics	60	-
4.	Psychology	60	15
5.	Maternal Nursing	60	240
6.	Child Health Nursing	60	240
7.	Microbiology	60	30
8.	Medical & Surgical Nursing	90	270
9.	English (Qualifying)	60	-
Total		525	810

Note: Hindi/local language as per the need of the institution.

✓ **2nd Year**

10.	Sociology	60	
11.	Community Health Nursing	60	240
12.	Mental Health Nursing	60	240
13.	Introduction to Nursing Education	60	75
14.	Introduction to NursingAdministratic	60	180
15.	Introduction to Nursing Research Statistics	45	120
Total		345	855

ORDINANCE NO - 44
BACHELOR OF SCIENCE IN NURSING (BASIC) B.Sc. (NURSING) 4 YEARS
DEGREE COURSE (Semester System)

1. AIMS & OBJECTIVES

1.1 AIMS

The aims of the undergraduate program are to

- 1.1.1 Produce knowledgeable competent nurses and midwives with clear critical thinking skills who are caring, motivated, assertive and well-disciplined responding to the changing needs of profession, healthcare delivery system and society.
- 1.1.2 Prepare them to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative and rehabilitative healthcare services in any healthcare setting.
- 1.1.3 Prepare nurses and midwives who can make independent decisions in nursing situations within the scope of practice, protect the rights of individuals and groups and conduct research in the areas of nursing practice and apply evidence-based practice.
- 1.1.4 Prepare them to assume role of practitioner, teacher, supervisor and manager in all healthcare settings.

1.2 OBJECTIVES

On completion of the B.Sc. Nursing program, the B.Sc. nursing graduates will be able to

- 1.2.1 Utilize critical thinking to synthesize knowledge derived from physical, biological, behavioural sciences, and humanities, in the practice of professional nursing and midwifery.
- 1.2.2 Practice professional nursing and midwifery competently and safely in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families, populations and communities at any developmental stage and with varied lived health experiences.
- 1.2.3 Provide promotive, preventive and restorative health services in line with national health policies and programs.
- 1.2.4 Integrate professional caring into practice decisions that encompass values, ethical, and moral and legal aspects of nursing.
- 1.2.5 Respect the dignity, worth, and uniqueness of self and others.

- 1.2.6 Apply concepts of leadership, autonomy and management to the practice of nursing and midwifery to enhance quality and safety in health care.
- 1.2.7 Utilize the latest knowledge and skills related to information and technology to enhance patient outcomes.
- 1.2.8 Communicate effectively with patients, peers, and all health care providers.
- 1.2.9 Utilize the requisite knowledge, skills and technologies to practice independently and collaboratively with all health professionals applying the principles of safety and quality improvement.
- 1.2.10 Integrate research findings and nursing theory in decision making in evidence-based practice.
- 1.2.11 Accept responsibility and accountability for the effectiveness of one's own nursing and midwifery practice and professional growth as a learner, clinician and leader.
- 1.2.12 Participate in the advancement of the profession to improve health care for the betterment of the global society.

2.0 COURSE STRUCTURE

The B.Sc. Nursing program is a four-year program comprising of eight semesters that is credit and semester based.

2.1 The duration of Basic of B.Sc (N) course shall extend over a period of four years consisting named below:

- I. I & II semester
- II. III & IV semester
- III. V & VI semester
- IV. VII & VIII semester (Including internship)

3.0 ACADEMIC QUALIFICATION FOR ADMISSION

3.1 Candidate with Science who have passed the qualifying 12th Standard examination (10+2) and must have obtained a minimum of 45% marks in Physics, Chemistry and Biology taken together and passed in English individually.

3.2 English is a compulsory subject in 10+2 for being eligible for admission to B.Sc. (Nursing).

4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfil the aforesaid academic qualification for admission.
- 4.2 The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought.
- 4.3 Candidate shall be medically fit.

- 4.4 The admission in Basic B.Sc (Nursing) should be based on the merit of the entrance examination.

5.0 COURSE DURATION

- 5.1 The duration of Basic of B.Sc (N) course shall extend over a period of four years including internship.
- 5.2 The duration of each semester of Basic B.Sc (Nursing) shall be not less than 5 month.
- 5.3 The maximum period to complete the course successfully should not exceed 8 years.

6.0 COURSE COMMENCEMENT

- 6.1 The commencement Basic B.Sc (N) I year shall start during the period of August every year.
- 6.2 Vacation shall be granted maximum 3 weeks duration till seventh semester.
- 6.3 The subject to be studied in different academic year of Basic B.Sc (N) shall be as per scheme given as in subsequent sequence.

7.0 EXAMINATION

- 7.1 The medium of instruction and examination shall be English throughout the course of the study.

7.2 SCHEME OF EXAMINATION

The distribution of marks in internal assessment, End Semester College Exam, and End Semester University Exam for each course is shown below

I Semester						
S.N	Course	Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory						
1.	Communicative English	25	25		2	50
2.	Applied Anatomy & Applied Physiology	25		75	3	100
3.	Applied Sociology & Applied Psychology	25		75	3	100
4.	Nursing Foundations I	25				
Practical						
5.	Nursing Foundations I	25				

*Will be added to the internal marks of Nursing Foundations II Theory and Practical respectively in the next semester (Total weightage remains the same)

II SEMSTER

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					
1.	Applied Biochemistry and Applied Nutrition & Dietetics	25		75	3	100
2.	Nursing Foundations (I & II)	25 I sem-25 & II sem - 25 (with average of both)		75	3	100
3.	Health/Nursing Informatics & Technology	25	25		2	50
	Practical					
4.	Nursing Foundations (I & II)	50 I sem-25 & II sem - 25	50	50		100

III SEMESTER

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					
1.	Applied Microbiology and Infection Control including Safety	25		75	3	100
2.	Pharmacology I and Pathology I	25				
3.	Adult Health Nursing I	25		75	3	100
	Practical					
4.	Adult Health Nursing	50		50		100

***Will be added to the Internal marks of Pharmacology II and Pathology II & Genetics in the next semester (Total weightage remains the same).**

IV SEMESTER

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					
1.	Pharmacology & Pathology (I & II) and Genetics	25 III Sem-25 & IV Sem-25 (with average of both)		75	3	100
2.	Adult Health Nursing II	25		75	3	100
3.	Professionalism, Ethics and Professional Values	25	25		2	50
	Practical					
4.	Adult Health Nursing II	50		50		100

V SEMESTER

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					
1.	Child Health Nursing I	25				
2.	Mental Health Nursing I	25				
3.	Community Health Nursing I including Environmental Science & Epidemiology	25		75	3	100
4.	Educational Technology/Nursing Education	25		75	3	100
5.	Introduction to Forensic Nursing and Indian Laws	25	25		2	50
	Practical					
6.	Child Health Nursing I	25				
7.	Mental Health Nursing I	25				
8.	Community Health Nursing I	50		50		100

***Will be added to the internal marks of Child Health Nursing II and Mental Health Nursing II in both theory and practical respectively in the next semester (Total weightage remains same).**

VI SEMESTER

VI SEMESTER						
S.N	Course	Assessment (marks)				
		Internal	End Semest er College Exam	End Semester University Exam	Hour s	Total Marks
Theory						
1.	Child Health Nursing (I& II)	25 Sem V- 25 & Sem VI- 25 (with average of both)		75	3	100
2.	Mental Health Nursing (I & II)	25 Sem V-25 & Sem VI-25 (with average of both)		75	3	100
3.	Nursing Management & Leadership	25		75	3	100
4.	Midwifery/Obstetrics & Gynecology I	25				
Practical						
5.	Child Health Nursing (I & II)	50 (Sem V-25 & Sem VI-25)		50		100
6.	Mental Health Nursing (I & II)	50 (Sem V-25 & Sem VI-25)		50		100
7.	Midwifery/Obstetrics & Gynecology I	25				

***Will be added to Internal marks of Midwifery II theory and practical respectively in the next semester (Total weightage remains the same)**

VI SEMESTER

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					
1.	Community Health Nursing II	25		75	3	100
2.	Nursing Research & Statistics	25		75	3	100
3.	Midwifery/Obstetrics and Gynecology (OBG) Nursing (I & II)	25 Sem VI-25 & Sem VII-25 (with average of both)		75	3	100
	Practical					
4.	Community Health Nursing II	50		50		100
5.	Midwifery/Obstetrics and Gynecology (OBG) Nursing (I & II)	50 (Sem VI-25 & Sem VII-25)		50		100

VIII SEMESTER

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Practical					
1	Competency Assessment	100		100		200

7.3 UNIVERSITY EXAMINATION

- 7.3.1 Applied Anatomy and Applied Physiology: Question paper will consist of Section-A Applied Anatomy of 37 marks and Section-B Applied Physiology of 38 marks.
- 7.3.2 Applied Sociology and Applied Psychology: Question paper will consist of Section-A Applied Sociology of 37 marks and Section-B Applied Psychology of 38 marks.
- 7.3.3 Applied Microbiology and Infection Control including Safety: Question paper will consist of Section-A Applied Microbiology of 37 marks and Section-B Infection Control including Safety of 38 marks.

- 7.3.4 Applied Nutrition and Dietetics and Applied Biochemistry: Question paper will consist of Section-A Applied Nutrition and Dietetics of 50 marks and Section-B Biochemistry of 25 marks.
- 7.3.5 Pharmacology, Genetics and Pathology: Question paper will consist of Section-A of Pharmacology with 38 marks, Section-B of Pathology with 25 marks and Genetics with 12 marks.
- 7.3.6 Nursing Research and Statistics: Nursing Research should be of 55 marks and Statistics of 20 marks.
- 7.3.7 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.
- 7.3.8 Following exams shall be conducted as College exam and minimum pass is 50% (C Grade) and to be sent to the University for inclusion in the marks sheet and shall be considered for calculating aggregate.
- I. Communicative English
 - II. Health/Nursing Informatics and Technology
 - III. Professionalism, Professional Values and Ethics including Bioethics
 - IV. Introduction to Forensic Nursing & Indian Laws
- 7.3.9 Minimum pass marks shall be 40% (P grade/4 point) for English only and elective modules.
- 7.3.10 Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English.
- 7.3.11 The student has to pass in all mandatory modules placed within courses and the passmark for each module is 50%

7.4 INTERNAL EXAMINATION

- 7.4.1 The candidate has to pass separately in internal and external examination (shall be reflected in the marks sheet). The institution shall submit average internal marks of the students not more than 75% (i.e. if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks).
- 7.4.2 The marks distribution of internal assessment is shown in Appendix 1 and the specific guidelines in Appendix 2.

7.5 SUPPLEMENTARY EXAMINATION

- 7.5.1 The candidate shall appear for exams in each semester:
- i. The candidate shall have cleared all the previous examinations before appearing for fifth semester examination. However, the candidates shall be permitted to attend

the consecutive semesters.

ii. The candidate shall have cleared all the previous examinations before appearing for seventh semester examination. However, the candidates shall be permitted to attend the consecutive semesters.

iii. The candidate shall have cleared all the previous examination before appearing for final year examination.

7.5.2 The maximum period to complete the course successfully should not exceed 8 years.

8.0 CRITERIA FOR PASSING

8.1 A candidate has to pass in theory and practical exam separately in each of the paper.

8.2 If a candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical).

8.3 If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.

8.4 Maximum number of candidates for practical examination should not exceed 20 per day. Particular year and of same institution batch shall be examined by the same set of examiners.

8.5 All practical examinations must be held in the respective clinical areas.

9.0 DIVISION & MERIT

Grading of Performance

Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade, based on predetermined class intervals.

UGC 10 point grading system is used with pass grade modified.

Letter grade	Grade point	Percentage of marks
O (Outstanding)	10	85 % & Above
A + (Excellent)	9	80-84.99 %
A (Very Good)	8	75-79.99 %
B + (Good)	7	65-74.99 %
B (Above Average)	6	60-64.99 %
C (Average)	5	50-59.99 %

P (Pass)	-	50 % and above
F (Fail)	0	< 50 %
Ab (Absent)	0	0

10.0 ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical areas before award of degree.

11.0 APPOINTMENT OF EXAMINERS

11.1 One internal and one external examiner should jointly conduct practical examination for each student.

11.2 An examiner for theory and practical/OSCE examination should be an Assistant Professor or above in a College of Nursing with M.Sc. (Nursing) in concerned subject and minimum 3 years of teaching experience. To be an examiner for Nursing Foundations course, the faculty having M.Sc. (Nursing) with any specialty shall be considered.

12.0 RE EVALUATION/ RE- TOTALING

12.1 If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.

12.2 The result after re evaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the University.

13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If:

13.1 Candidate is not found qualified as per INC/state Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed.

13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

14.0 CURRICULUM IMPLEMENTATION: OVER ALL PLANDuration of the
program: 8 semesters

1-7 semesters

One semester plan for the first 7 semesters

Total Weeks per Semester: 26 weeks per semester

Number of Weeks per Semester for instruction: 20 weeks (40 hours per week × 20 weeks =
800hours)

Number of Working Days: Minimum of 100 working days (5 days per week × 20 weeks)

Vacation, Holidays, Examination and Preparatory Holidays: 6 weeks

Vacation: 3 weeks

Holidays: 1 week

Examination and Preparatory Holidays: 2 weeks

8th Semester

One semester: 22

weeksVacation: 1 week

Holidays: 1 week

Examination and Preparatory Holidays: 2 weeks

1. COURSES OF INSTRUCTION WITH CREDIT STRUCTURE

S.No	Semester	Course Code	Course/Subject Title	Theory credits	Theory Contact hours	Lab/ Skill Lab credits	Lab/ Skill Lab Contact hours	Clinical credits	Clinical Contact hours	Total credits	Total (hours)
1	First	ENGL 101	Communicative English	2	40						40
		ANAT 105	Applied Anatomy	3	60						60
		PHYS 110	Applied Physiology	3	60						60
		SOCI 115	Applied Sociology	3	60						60
		PSYC 120	Applied Psychology	3	60						60
		N-NF (I) 125	Nursing Foundation I including First Aid module	6	120	2	80	2	160	10	360
		SSCC (I) 130	Self-study/Co-curricular								40+40
			TOTAL	20	400	2	80	2	160	20+2+2=24	640+80=720
2	Second	BIOC 135	Applied Biochemistry	2	40						40
		NUTR 140	Applied Nutrition and Dietetics	3	60						60
		N-NF (II) 125	Nursing Foundation II including Health Assessment module	6	120	3	120	4	320		560
		HNIT 145	Health/Nursing Informatics & Technology	2	40	1	40				80
		SSCC (II) 130	Self-study/Co-curricular								40+20
			TOTAL	13	260	4	160	4	320	13+4+4=21	740+60=800

3	Third	MICR 201	Applied Microbiology and Infection Control Including Safety	2	40	1	40	80
		PHAR (I) 205	Pharmacology I	1	20			20
		PATH (I) 210	Pathology I	1	20			20
		N-AHN (I) 215	Adult Health Nursing I with pathophysiology including BCLS module	7	140	1	40	660
		SSCC (I) 220	Self-study/Co-curricular					20
4	Fourth		TOTAL	11	220	2	80	760+20 800 6=19
		PHAR (II) 205	Pharmacology II including Fundamentals of prescribing module	3	60			60
		PATH (II) 210	Pathology II and Genetics	1	20			20
		N-AHN (II) 225	Adult Health Nursing II with integrated pathophysiology including Geriatric Nursing + Palliative care module	7	140	1	40	660
		PROF 230	Professionalism, Professional Values and Ethics including bioethics	1	20		20	
5		SSCC (II) 220	Self-study/Co-curricular	12	240	1	40	760+40
			TOTAL				40	12+1 480 6

											+ 6=1 0	800
Fifth	N-CHN(I) 301	Child Health Nursing I including Essential Newborn Care (ENBC), FBNC,	3	60	1	40	2	180				260
	N-MHN(I) 305	IMNCI and PLS modules										
		Mental Health Nursing I	3	60	1	80		140				
	N-COMH(I) 310	Community Health Nursing I including Environmental Science & Epidemiology	5	100	2	160		260				
	EDUC 315	Educational Technology/Nursing Education	2	40	1	40	80					
	N-FORN 320	Introduction to Forensic Nursing and Indian Laws	1	20		20						
	SSEC(I) 325	Self-study/Co-curricular		20+20								
		TOTAL	14	280	2	80	5	400	14+2 + 5=21			760+40 800
6 Sixth	N-CHN(II) 301	Child Health Nursing II	2	40	1	80		120				
	N-MHN(II) 305	Mental Health Nursing II	2	40	2	160		200				
	NMLE 330	Nursing Management &	3	60	1	80		14				

[illegible]

ORDINANCE NO - 45
MASTER OF SCIENCE IN NURSING (M. Sc. NURSING) 2 YEAR POST GRADUATE
DEGREE COURSE

1. AIM AND OBJECTIVES

1.1 AIM

- 1.1.1 The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

1.2 OBJECTIVES

On completion of the two year M.Sc Nursing programme, they will be able to:

- 1.2.1 Utilize/apply the concepts, theories and principles of nursing science.
- 1.2.2 Demonstrate advance competence in practice of nursing.
- 1.2.3 Practice as a nurse specialist
- 1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.
- 1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.
- 1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 1.2.7 Establish collaborative relationship with members of other disciplines.
- 1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

2. COURSE STRUCTURE

The post graduate degree in nursing two year course here-in-after designated as M. Sc. (Nursing).

- 2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named below:

- (I) M.Sc. (N) I Year
- (II) M.Sc. (N) II Year

3. ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 3.2 The minimum education requirements shall be the passing of: B.Sc.Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.

3.6 Candidate shall be medically fit.

3.7 There is 5% relaxation of marks for SC/ST candidates may be given.

4. CRITERIA FOR SELECTION

4.1 Entrance/Selection test Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

5. COURSE DURATION

5.1 The complete duration of M.Sc. (N) course shall be two years.

5.2 The duration of each academic year of M.Sc. (N) & II years shall be not less than 10 months.

5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

6. COURSE COMMENCEMENT

6.1 The commencement of 1st year M.Sc. (N) shall start during the period of July /August of every year.

6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.

6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as insubsequent sequence.

7. EXAMINATION

7.1 The medium of instruction and examination shall be English throughout the course of the study.

7.2 SCHEME OF EXAMINATION

FIRST YEAR						
Subject	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Education	3	25	75		50	50
Advance Nursing Practi	3	25	75			
Nursing Research Statistics	3	25	75			
Clinical Speciality – I	3	25	75		100	100
Total		100	300		150	150

SECOND YEAR						
Subject	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Speciality – II	3	25	75		100	100
Total		50	150		200	200

7.3 University Examination

- 7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
- 7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.
- 7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.
- 7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.
- 7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.
- 7.3.8 A candidate failing in more than two subjects will not be promoted to the second year.
- 7.3.9 Maximum number of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours per student.
- 7.3.11 Maximum number of students should not exceed more than 10 students per day per specialty.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.13 The dissertation examination should be conducted for a minimum of 30 minutes of Viva-voce per student.

7.4 Internal Examination

- 7.4.1 The internal assessment of the students is based on

Techniques	Weightage
Two test	50
Assignment	25
Seminar / presentation	25

- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.
- 7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

7.5 Supplementary Examination

- 7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 7.5.2 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. There will be another Supplementary Examination at the time of Annual main examination.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the three attempts.

7.6 Guidelines for Dissertation

7.6.1 Tentative Schedule for dissertation shall be as follows

- 7.6.1.1 Submission of the research proposal: End of 9th month of 1st year.
- 7.6.1.2 Submission of dissertation - Final: End of 9th month of 2nd Year.

7.6.2 Qualification of Research Guide

- 7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. / M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

7.6.2.2 Co-Guide:

A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

- 7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co-guide)

7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained

8. CRITERIA FOR PASSING

- 8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
- 8.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 8.3 If a candidate fails in either theory or practical paper he/she has to reappear for both the papers (Theory and practical).

9. DIVISION & MERIT

- 9.1 For declaring the rank aggregate of 2 years marks to be considered.
- 9.2 Classification of results

- | | | |
|------|----------------------------------------------------------|---------------|
| i. | Distinction | 75% and above |
| ii | First Division | 60 - 74 % |
| iii. | Second Division | 50 - 59 % |
| iv. | 50% pass in each of the theory and practical separately. | |

10. ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

11. APPOINTMENT OF EXAMINERS

11.1 Question paper setter moderator / head evaluator / Examiner shall have minimum 3 years experience after M.Sc nursing working in any nursing institute conducting nursing courses can be appointed.

11.2 Practical examiner One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.

11.3 Evaluation of the Dissertation

11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.

11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student

11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. / M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

12. REVALUATION / RE-TOTALING

12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects applied.

12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the JNCT Professional University.

13. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3.

OR

13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

14. SCHEME OF STUDIES

14.1 Annual schedule of studies

i.	Available	52 weeks
ii.	Vacation	4 weeks
iii.	Examination	2 weeks
iv.	Gazetted holidays	3 weeks
v.	Total weeks available	43 weeks
vi.	40 hours per week	1720 hours
vii.	Total hours for 2 years-	3440 hours

14.2 The subject to study in different academic Year of M.Sc. (N) shall be as per the scheme given in subsequent sections

Distribution of Hours

First Year

Paper number	Subject	Theory	Practical
1	Nursing Education	150	150
2	Advance Nursing Practice	150	200
3	Nursing Research and statistics	150	100
4	Clinical Speciality - I	150	650
	Total	600	1100

Second Year

Paper number	Subject	Theory	Practical
5	Nursing Management	150	150
6	Nursing Research (Dissertation)		300
7	Clinical Specialty - II	150	950
	Total	300	1400

*Clinical Specialty - **Medical Surgical Nursing** (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing), **Obstetric & Gynecological Nursing**, **Child Health Nursing (Paediatric)**, **Mental Health Nursing (Psychiatric)**, **Community Health Nursing**.
 Note:-Educational visit 2 week

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice-Chancellor shall be final and binding.

ORDINENCE NO - 46**NURSE PRACTITIONER IN CRITICAL CARE (POSTGRADUATE PROGRAM)**

COURSE NAME - **NURSE PRACTITIONER IN CRITICAL CARE**
DURATION - **02 YEARS**

1. Aim

The critical care NP program prepares registered BSc nurses for advanced practice roles as clinical experts, managers, educators and consultants leading to M.Sc degree in critical care NP

2. Objectives

On completion of the program, the NP will be able to

1. assume responsibility and accountability to provide competent care to critically ill patients and appropriate family care in tertiary care centers
2. demonstrate clinical competence / expertise in providing critical care which includes diagnostic reasoning, complex monitoring and therapies
3. apply theoretical, patho-physiological and pharmacological principles and evidence base in implementing therapies / interventions in critical care
4. identify the critical conditions and carry out interventions to stabilize and restore patient's health and minimize or manage complications
5. collaborate with other health care professionals in the critical care team, across the continuum of critical care

3. Recognition/ curriculum for Nurse Practitioner in Critical Care (NPCC) will be given by Indian Nursing Council (INC) as per the guidelines laid down by INC.

I. Physical and Learning Resources at college/Hospital

- One classroom/conference room at the clinical setting
- Skill lab for simulated learning (Hospital/college)
- Library and computer facilities with access to online journals
- E- learning facilities

II. Staff resources

- Full time faculty qualified NP in the specialty/ MSc in relevant specialty (1 faculty for every 5 students)
- Professor cum coordinator 1/ Reader / Associate Professor 1
- The above faculty shall perform dual role or a senior nurse with MSc qualification employed in the tertiary centre
- Medical/nursing faculty preceptors

III. Student Recruitment/Admission Requirements

Applicants must possess a registered B.Sc nursing / pbbsc nursing with a minimum of one year clinical experience, preferably in any critical care setting prior to enrollment.
 Number of candidates: 1 candidate for 5 ICU beds

IV .CURRICULUM COURSES OF INSTRUCTION-

		Theory(Hrs)	Lab/Skill Lab(Hrs)	Clinical (Hrs)
I Year				
I	Core Courses Theoretical Basis for Advanced Practice Nursing	46		
II	Research Application and Evidence Based Practice in Critical Care	57.5	23	322 7wks
III	Advanced skills in Leadership, Management and Teaching Skills	57.5	23	184 4wks
IV	Advanced Practice Courses Advanced Pathophysiology applied to Critical Care	69		322 7wks
V	Advanced Pharmacology applied to Critical Care	69		368 7wks
VI	Advanced Health/physical Assessment	69	46	552 12wks
TOTAL=2208hrs		368 (7.5wks)	92 (1.5wks)	1748 (37wks)
II year				
VII	Specialty Courses Foundations of Critical Care Nursing Practice	92	46	552 11wks
VIII	Critical Care Nursing I	92	69	552 13wks
IX	Critical Care Nursing II	92	69	644 13wks
TOTAL=2208hrs		276 (5wks)	184 (4wks)	1748 (37wks)

{ Hours are calculated as per credits planned(1 theory credit=1hr/week/semeseter, 1practical credit=2hrs/week/semester, 1clinical credit=4hrs/week/semester)}

No of weeks available in an year =52 - 6 (Annual leave, Casual leave, sick leave = 6weeks)=46 weeks x 48 hrs = 2208 hrs

Two years = 4416 hrs

Instructional Hours: Theory = 644 hrs , Skill lab= 276 hrs, Clinical = 3496 hrs

TOTAL= 4416 hrs

I year : 368-92-1748 hrs (Theory-skill lab-clinical) [Theory + Lab=20%, Clinical=80%]II

year : 276-184-1748 hrs (" ") [Theory + Lab=20%, Clinical=80%

I YEAR =46 weeks/ 2208 hrs(46x48hrs)(Theory +Lab :8 hrs/week for 45wks =360+96 hrs*)

*Theory + Lab= 96 hrs can be given for 2wks in the form of introductory block classes and workshops

II YEAR=46 weeks/ 2208 hrs(46x48hrs) (Theory +Lab : 10 hrs/week for 46wks=460hrs)

CLINICAL PRACTICE

A. Nursing Residency clinical experience (A minimum of 48 hrs/ week is prescribed, however, it is flexible with different shifts and OFF followed by on call duty)

Clinical placements:

I year: 44 wks (excludes 2 weeks of introductory block classes and workshop)

Medical ICU – 12 weeks

Surgical ICU – 12 weeks

Cardio/Cardio thoracic (CT) ICU – 8 weeks

Emergency Department - 6 weeks

Other ICUs (Neurology, Burns, Dialysis unit) - 6 weeksII

Year: 46 wks

Medical ICU – 12 weeks

Surgical ICU – 12 weeks

Cardio/Cardio thoracic (CT) ICU – 8 weeks

Emergency Department - 8 weeks

Other ICUs (Neurology, Burns, Dialysis unit) - 6 weeks

B. Institutional Protocol based administration of drugs

- Administration of drugs, therapies and investigatory tests within the authorized scope of practice, guidelines and/or protocols (*Appendix 2*)
- **Prescriptive authority as per institutional protocols**
 - Independent prescribing as per protocols (readymade protocols in emergencies/ special procedures) endorsed later by physician with written orders
 - Collaborative- As per protocols on verbal orders and endorsed by physician

Implementation of curriculum-A tentative plan

I yr. Courses	Introductory classes	Workshop	Theory integrated in clinical practicum	Methods of teaching (Topic can be specified)
1. Theoretical basis for Advanced practice Nursing (60)	13 hrs		33 hrs (22wks x 1.5=33)	<ul style="list-style-type: none"> Seminar / Theory application Lecture (faculty)
2. Research Application and Evidence Based Practice in Critical Care (80)	18.5	40 (5days)	22 (22wks x 1=22=22)	<ul style="list-style-type: none"> Research study analysis/Exercise / Assignment (lab)
3. Advanced skills in leadership, Management and Teaching (80)	17.5	8 (1day)	55 (22wks x 2.5=55)	<ul style="list-style-type: none"> Clinical conference Seminar Exercises/Assignment (lab)
4. Advanced Pathophysiology (60)			69 (22x1.5=33+1.5, 23x 1.5=34.5)	<ul style="list-style-type: none"> Case presentation Seminar Clinical conference
5. Advanced Pharmacology (60)			69 (23x3)	<ul style="list-style-type: none"> Nursing rounds Drug study presentation Standing orders / presentation
6. Advanced Health Assessment (92)			69+46 (23x5)	<ul style="list-style-type: none"> Clinical demonstration (faculty) Return demonstration Nursing rounds Physical assessment (all systems) Case study

1 year – Introductory classes = 1 week, Workshop = 1 week,

22 weeks – 6.5 hrs/week, 22 wks – 9.5 hrs/week (This is tentative plan)

II year courses	Theory Integrated intoclinical practicum	Methods of teaching
1. Foundations (80+72)	138 23wks x6=138	<ul style="list-style-type: none"> • Demonstration (lab) • Return demonstration (lab) • Clinical teaching • Case study • Seminar • Clinical conference • Faculty lecture
2. Critical Care Nursing I (80+60)	161 46x2 =92 46x1.5 =69 ----- 161	<ul style="list-style-type: none"> • Demonstration (lab) • Return Demonstration (lab) • Clinical conference / journal club • Seminar • Case presentation • Drug study(including druginteraction) • Nursing rounds • Faculty lecture
3. Critical Care Nursing II (80+60)	161 46x3.5=161	<ul style="list-style-type: none"> • Demonstration (lab) • Return Demonstration • Nursing rounds • Clinical conference / journal club • Seminar • Faculty lecture

II year 23 wks – 8 hrs/wk 23wks - 7 hrs/wk

Attendance: 100% in theory, practical and
clinical.

Scheme of Final Examination

S. NO	Title	Theory %			Practical %		
		Hours	Internal	External	Hours	Internal	External
I Year							
1	I Year Core Courses Theoretical Basis for Advanced Practice Nursing	3 hrs	30	70			
2	Research Application and Evidence Based Practice in Critical Care	3 hrs	30	70			
3	Advanced skills in Leadership, Management and Teaching Skills	3 hrs	30	70			
4	Advanced Practice Courses Advanced Pathophysiology & Advanced Pharmacology relevant to Critical Care	3 hrs	30	70			
5	Advanced Health/physical Assessment	3 hrs	30	70		50	50
	II Year Specialty Courses Foundations of Critical Care Nursing Practice	3 hrs	30	70		100	100
2	Critical Care Nursing I	3 hrs	30	70		100	100
	Critical Care Nursing II	3 hrs	30	70		100	100
	Dissertation and viva	3 hrs				50	50

ORDINANCE NO - 47
BACHELOR IN AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY
(BASLP)

1. NOMENCLATURE:

As per UGC Notification of 2014, the nomenclature of the program shall be Bachelor in Audiology and Speech-Language Pathology BASLP is the short form.

2. OBJECTIVES OF THE BASLP PROGRAM:

The objectives of the BASLP Program are to equip the students with knowledge and skills to

- 2.1 Function as audiologists and speech-language pathologists in different work settings.
- 2.2 Understand concepts in speech, language, communication, hearing and disability.
- 2.3 Screen, evaluate, diagnose and assess the severity of different disorders related to speech, language, swallowing and hearing,
- 2.4 Manage speech, language, swallowing and hearing disorders across life span.
- 2.5 Counsel persons with disorders of communication and their family members.
- 2.6 Rehabilitate persons with speech, language, swallowing and hearing disorders.
- 2.7 Prevent speech, language, swallowing and hearing disorders.
- 2.8 Liaise with professionals in allied fields and other stake holder
- 2.9 Implement public awareness and education program,
- 2.10 Undertake advocacy measures on behalf of and for persons with speech language and hearing disorders

3. DURATION OF THE PROGRAM:

- 3.1 The program shall be of 4 academic years including 1 year of internship and should be completed within six years from the date of admission.

3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Odd semester - 1	July-December
Odd semesters - 3,5,7	June -October/November
Even semesters - 2,4,6,8	December -April

3.3 There shall be examinations at the end of each semester. There shall be a vacation of minimum 1 week after the examinations at the end of odd semesters and 3 weeks after the examinations at the end of even semesters.

3.4 Number of working days in a semester shall not be more than 117 days.

4. ELIGIBILITY FOR ADMISSION:

4.1 The candidate applying for admission to BASLP program should have passed 10+2 or an equivalent examination from a recognized board with minimum of 50% aggregate marks. Relaxation in the qualifying marks shall be as per rules and regulations State/UTs or Central Government.

4.2 The applicant/candidate should have studied Physics, Chemistry and any one of the subject Biology/ Mathematics/ Computer Science/ Statistics/ Electronics/ Psychology.

5. PROGRAM STRUCTURE:

Time structure of the program shall be as follows:			
16 weeks / Semester		16 weeks (Minimum)	
If 6 days / week		94 days (Minimum)	
6 hours / day		560 hours per semester	
Semester 1	Theory	6 papers x 60hours	360 hours

	Clinical		200 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Practicals		320 hours
Semester3	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester4	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester5	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester6	Theory	4 papers x 60hours	240 hours
	Clinicals		320 hours
Theory	360 + (240 x 5)		1560 hours
Clinicals	200 + 320 + (320 x 4)		1800 hours
Internship	18 weeks per semester		36 weeks
	5 days / week		180 days
	7 hours / day		1260 hours
	If 6 days / week		210 days
	Then 6 hours / day		1260 hours
Total : 6 semesters 560 hours x 6 semesters			3360 hours
Internship	630 hours x 2 semesters		1260 hours
Total	Theory		1560 hours
Total	Clinicals		3060 hours
Grand Total			4620 hours

6. ATTENDANCE:

- 6.1 Minimum attendance shall be shall not be less than 90% in theory and 90% in Clinical /Practicals in each semester to be eligible to appear for examination at the end of each semester or as per University Policy.
- 6.2 Candidates who cannot appear for the examination for want of attendance will have to repeat the particular semester to be eligible to appear for exams subsequently.
- 6.3 If a candidate represents his/her Institution/ University/ MP State/ Nation in Sports / NCC / NSS / Extension programmes or any official activities, he/she is permitted to avail a maximum of 15 days in an academic session, based on the recommendation and prior permission of the Head of the Institution.
- 6.4 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor through proper channel (forwarded through course-coordinator/Principal/In-charge of respective collage/institute).

7. EXAMINATION PATTERN:

- 7.1 The examination pattern and papers shall be as shown in the table below:

No.	Title of the paper	Practical	IA	Exam	Total
BASLP Semester I					
B1.1	Communication Sciences	-	25	75	100
B1.2	Anatomy and Physiology of Speech and Hearing	-	25	75	100
B1.3	Clinical Psychology	-	25	75	100

B1.4	Linguistic and Phonetics	-	25	75	100
B1.5	Electronics and Acoustics	--	25	75	100
B1.6	Research Methods and Statistics	-	25	75	100
BASLP Semester 2					
B2.1	Neurology	-	25	75	100
B2.2	Otolaryngology	-	25	75	100
B2.3	Speech-Language Pathology	-	25	75	100
B2.4	Audiology	--	25	75	100
B2.5	Clinical Practicum in Speech-language Pathology	-	25	75	100
B2.6	Clinical Practicum, in Audiology	-	25	75	100
BASLP Semester 3					
B3.1	Voice and Its Disorders	25	25	50	100
B3.2	Speech Sound Disorders	25	25	50	100
B3.3	Diagnostic Audiology-Behavioral Tests	25	25	50	100
B3.4	Amplification Devices	25	25	50	100
B3.5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B3.6	Clinical Practicum in Audiology	--	25	75	100
BASLP Semester 4					
B4.1	Motor Speech Disorders in Children	25	25	50	100

B4.2	Child Language Disorders	25	25	50	100
B4.3	Diagnostic Audiology Physiological Tests	25	25	50	100
B4.4	Implantable Hearing Devices	25	25	50	100
B4.5	Clinical Practicum in Speech- language Pathology	..	25	75	100
B4.6	Clinical Practicum in Audiology	..	25	75	100
BASLP Semester 5					
B5.1	Structural Anomalies & Speech Disorders	25	25	50	100
B5.2	Fluency and, its Disorders	25	25	50	100
B5.3	Pediatric Audiology	25	25	50	100
B5.4	Aural Rehabilitation in Children	25	25	50	100
B5.5	Clinical Practicum in Speech- language Pathology	..	25	75	100
B5.6	Clinical Practicum in Audiology	..	25	75	100
BASLP Semester 6					
B6.1	Motor Speech Disorders in Adults	25	25	50	100
B6.2	Language Disorders in Adults	25	25	50	100
B6.3	Aural Rehabilitation in Adults	25	25	50	100
B6.4	Audiology in Practice	25	25	50	100
B6.5	Clinical Practicum in Speech- language Pathology	..	25	75	100
B6.6	Clinical Practicum in Audiology	..	25	75	100

BASLP Semester 7 & 8					
B7.1	Clinical Practicum in Speech-language Pathology	–	–	100	100
B7.2	Clinical Practicum in Audiology	–	–	100	100
Gross Total		400	900	2500	3800

7.2 Practical exams at the end of 2nd semester shall be University exam and shall be conducted by an external examiner along with an internal examiner. Record of practicals maintained by the students as per respective curriculum shall also be evaluated by the examiners. Re-evaluation of university practicum examination can't be claimed.

7.3 Performance in at least two written tests and one group assignment shall be the basis for awarding internal assessment marks in each semester

7.4 All external (university) clinical examinations shall be conducted by one internal and one external examiner B7 1 and B7 2 in the above table shall be conducted at the end of internship (8th semester).

8. CRITERIA FOR PASSING:

The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams for a pass. Students will not be able to appear for University theory exam if they do not pass in their internal practical, internal theory assessment or clinical component

- Grace Marks shall be allocated as per university norms.
- Students will have to pass the clinical as well as theoretical internal examination of the given semester to proceed to the next semester.

8.1 Carry-over of papers

8.1.1 Each paper should be successfully completed within 4 attempts including the first one.

8.1.2 Students can start internship after the 6th semester exams. However, students' who fail in their clinical exam of any semester will have to discontinue internship. The candidates are permitted to carry over the theory courses until the end of the program.

9. CLINICAL INTERNSHIP:

All candidates shall complete a clinical internship of one academic year (10 months) after the 6th semester. The rules and regulations of clinical internship shall be as in Annexure I.

10. INFRASTRUCTURE FOR STARTING THE COURSE

As per the guideline of Rehabilitation Council of Indian, New Delhi: Annexure II.

11. AWARD OF DEGREE:

The University shall award the degree and issue certificate only after the candidates successfully complete all the University examinations and clinical internship.

12. OTHERS:

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

13. GENERAL:

Not with standing anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final

Annexure-1**Guidelines for implementation of Clinical Internship of BASLP****Program Objectives of the clinical internship are to:**

- a) Facilitate transition from academic training to independent clinical responsibility, provide additional inputs to attain and maintain competence in the clinical management of persons with communication disorders,
- b) Initiate group and individual action focusing on prevention/early identification and intervention in individuals with speech, hearing and language impairments at the level of the individual, family and community, and
- c) Provide training to understand professional responsibilities and ethical practices including:
 - i Rights and dignity of patients.
 - ii Consultation and referral to other professionals
 - iii. Conduct and professional obligations to peers/patients/families and the community at large

Guidelines

1. Internship is mandatory
2. Duration. One academic year (10 months) split into two semesters (VII & VIII).
- 3 Eligibility. Internship will start immediately after the candidate completes the academic and clinical training till the 6th semester. Students can start internship after the 6th semester exams. However, students who fail in their clinical exam of any semester will have to discontinue internship.
4. Structure and duration of posting
 - a) The respective parent institutions shall decide on the institutions where their students will be posted for internship. However, students can be posted for internship only at those institutions approved by the Rehabilitation Council of India.
 - b) Students will do internship at their parent institute for one semester and at an institute(s) outside the parent institute (if there is deficit in listed

facilities at parents institute) for one semester Internship can be done at institutes like hospitals, special educational centers/schools, centers where clinical facilities for management of ASD, cochlear implantation, AVT etc. are available, centers which undertake empowering of mothers, centers for CP, and centers for LD, etc. Attempts must be made to provide clinical training to students in a variety of set ups

- c) It shall be mandatory to provide additional clinical training to students in

such areas as management of neurologically afflicted persons, prevention and early intervention programs, community based rehabilitation, occupational health programs, structural abnormalities related to speech and hearing, etc. Mode of supervision during internship: Supervision should be provided by a Speech-language Pathologist and Audiologist.

5. Maintenance of records by students: Every student shall maintain records of the number of hours of clinical work in different areas and institutions. This should be certified by the head of the institution or his/her nominee where the student is undergoing internship.
6. Leave: Candidates should have an attendance of at least 90% during the internship period. Internship shall be extended by the number of days the student falls short of 90% attendance. Compensatory work for shortage of attendance must be completed before the final clinical exams of 8 semesters.
7. Grading and evaluation of student. All internees will be assessed based on their attendance, performance in the postings and presentation of log books. The mode of assessment and frequency of assessment will be prescribed by the institute. The student is required to repeat those postings in which his/her performance is below 40%.
8. Certification : The parent institute will award a certificate after successful completion of the internship and clinical examination (7.1 and 7.2 in the Scheme of examination). Supervised clinical hours spent during internship shall be included in the clinical competence certificate issued to students
9. The University shall award the degree only after the successful completion of clinical internship

Annexure-II**Infrastructure requirements for BASL Programs**

The following are the minimum requirements for starting / continuing a BASLP program. This should be read and interpreted along with the guidelines of RCI for inspectors for inspection of new / existing programs for recognition

Personnel

	BASLP {Intake:20/ year}	BASLP {Intake:40 /year}
Core Faculty		
Professor – Speech Pathology & Audiology	--	1
Associate Professor – Speech Pathology & Audiology	1	2 (1+1)
Assistant Professor-Speech Pathology	2	2
Assistant Professor-Audiology	2	2
Clinical Staff		
Speech Pathologist- Gr.I	1	2
Speech Pathologist - Gr.II	1	1
Audiologist - Gr.I	1	2
Audiologist-Gr II	1	1
Allied Faculty (Part time)		
Asst Prof in CI Psychology	1	1
Asst. Prof in Electronics	1	1

Asst. Prof in Otolaryngology	1	1
Asst. Prof in Linguistics	1	1
Asst. Prof in Statistics	1	1
Asst. Prof. in Neurology	1	1
Supporting staff-Technical		
Earmold technician	1	1
Bio-medical technician	1	1
Computer technician	1	1
Library & Information Officer	1	1
Library Assistant	1	1
Supporting staff-Administrative		
Secretary-Academics	1	1
Secretary-Clinic	1	1
Secretary-Admin	1	1

- a) A Minimum of 2 faculty members in the core areas of Speech-language Pathology and Audiology is a must to get approval to start the BASLP program. Two more faculty members in the core areas must be added before the commencement of the second year. Full contingent of staff must be in place before the commencement of the third year.
- b) The BASLP program should be conducted by an independent institute/ college/ department in a university/ department in a hospital/ rehabilitation unit headed and coordinated (administrative /academic and clinical) by a full-time Audiologist and Speech Language Pathologist professional only his/her qualification and experience should not be less than that of an Associate Professor.

- c) Only on completion of two batches of B.ASLP, an institution becomes eligible to increase the intake subject to availability of recommended infrastructure
- d) All aided and Government institutions shall implement reservations in admission as per Government rules from time to time However, there shall be increase in infrastructure commensurate with increase in the number of seats as per reservation policy.

Faculty and Professional qualification of in the core areas

Designation	Qualifications
Professor	<p>Essential</p> <ul style="list-style-type: none"> a) M.Sc (Sp&Hg)/MASLP/ equivalent and Ph.D (in core areas) b) 10 years teaching experience at PG/UG level c) Ph.D (in core areas*) d) Minimum of five Publications with cumulative impact factor of 05 e) Valid RCI registration <p>Desirable:</p> <ul style="list-style-type: none"> a) Experience of running under-graduate training programs
Associate Professor	<p>Essential</p> <ul style="list-style-type: none"> a) M.Sc (Sp & Hg)/MASLP/equivalent b) 08 years teaching experience at graduate/postgraduate level, c) Minimum of five Publications with cumulative impact factor of 05. d) Valid RCI registration <p>Desirable:</p> <ul style="list-style-type: none"> b) Ph.D (in core areas*) c) Experience of running under-graduate training programs
Assistant Professor- Audiology	<p>Essential</p> <ul style="list-style-type: none"> a) M.Sc {Sp & Hg)/MASLP or its equivalent MSc (Audiology) b) 2 years teaching /clinical / research experience c) Valid RCI registration <p>Desirable:</p> <ul style="list-style-type: none"> a) Ph.D (in core area*)

	b) Publications
Assistant Professor-Speech Language Pathology	Essential <ul style="list-style-type: none"> a) M.Sc (Sp&Hg) /MASLP or its equivalent M Sc(Audiology) b) 2 years teaching /clinical/ research experience c) Valid RCI registration Desirable: <ul style="list-style-type: none"> a) Ph.D (in core area') b) Publications
Audiologist Grade I	Essential <ul style="list-style-type: none"> a) M.Sc (Sp&Hg) /M.ASLP or its equivalent M.Sc.(Audiology) b) Valid RCI registration Desirable: <ul style="list-style-type: none"> a) 1 year experience in the field
Speech Pathologist Grade I	Essential <ul style="list-style-type: none"> a) M.Sc (Sp&Hg) /MASLP /or Its equivalent b) MSc. (Speech Language Pathology) c) Valid RCI registration Desirable: <ul style="list-style-type: none"> a) 1 year experience in the field
Speech Pathologist/ Audiologist Grade II	Essential <ul style="list-style-type: none"> a) B.Sc (Sp &Hg)/BASLP or its equivalent b) Valid RCI registration

*Audiology & Speech Language Pathology

Clinical

Facility for diagnosis, management and rehabilitation of all types of speech, language, hearing and swallowing disorders in clients of all age groups from infancy to geriatrics.

Size of clinical population shall be 2 per student per semester in a given area
(read in consonance with the above clause).

Library

Library should accommodate at least 30% of the staff and students of the institute at any given time

Library should have internet and photocopying facilities.

Books mentioned under 'Recommended reading' under each paper must be available. There shall be additional of a minimum of two books every year for each subject of study.

There should be at least 5 Journals (2 each in Speech-language pathology and Audiology, and 1 general) for the B.ASLP program

Library Staff

a) Library and Information Officer-1,

Qualification: B.Lib Sci. with one year experience in managing a technical library

b) Library Assistant-1

Qualification: Diploma in Library Science

Space

Academic Space			
Sl.No		Size	Number
a)	Class Rooms	Space @ 10 sq.ft. per student + 20 Sq.ft. for the teacher Room with a minimum area of 220 sq.ft.	2 class rooms for every 20 students
b)	Seminar hall	Space to accommodate 50% of total student strength	1
c)	labs to transact practicals	Space to accommodate 50% of total student strength	2
d)	Computer lab/multipurpose	Space to accommodate 50% of total student strength	1

	hall		
e)	Library	Space to accommodate 50% of total student strength	1
Clinical Space			
SI.No		Size	Number
f)	Room for reception where patients are registered	10'X8'	1 room for every 20 students
g)	Room for case history, Diagnostic room and interviews	6'X8'	2 rooms for every 20students
h)	Speech lab (Quit Room) for diagnostic purpose	15'X20'	1 room for every 20students
i)	Recording Room(sound Proof)	8'X10'	1 room for every 20 students
j)	Speech therapy room/Cabin (complete Partition sound isolated)	6 ¹ 'X8'	5 rooms for every 20 students
k)	Two room aud1ometric suite with control and test room situation (Sound Proof ANSI1977)	10'X16'	1 for every 20 students
l)	Room for hearing and fitting	10'X15'	1 room for every 20 students
m)	Earmold lab & Hearing and repair lab	12'X12'	1 room for every 20 students
n)	Electro physiological test room	10'X10'	1 room for every 20 students
Administrative Space			
SI.No		Size	Number
o)	Staff Room	15'X20'	1
p)	individual workspace (with	10'X10'	1 room for every 2 faculty/staff

	provision for storage facilities)		members
q)	Academic / administrative office	10'X10'	1
r)	Principal's Office room	10'X10'	1
Other Facilities			
s)	Sanitary facilities: Separate facility for males and females, staff /students and clinical population		
t)	Hostel: Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population		
u)	Barrier free access		
v)	Space for recreation-both indoor and outdoor		

Equipment-Audiology (Minimum for a batch of 20 students)

S.N	Equipment	For a batch of 20 students (Clinical)
a)	2 channel Diagnostic Audiometer with Accessories such as earphone, ear cushion combination with adjustable headband, B.C. vibrator, transducers like microphone and matching loud speakers.	1 + 1 for Lab
b)	Portable Audiometer with provision of AC. and BC. testing desirable screening audiometer	1
c)	Clinical Immittance Audiometer (Desk model) with accessories.	1+1 for Lab
d)	Portable/Screening impedance, audiometer	1

e)	Clinical BSEAR	1+1 for Lab
f)	Otoacoustic emission	1+1 for Lab
g)	Calibration equipment for AC, BC and free field (by possession or access)	—
h)	Different types of Hearing Aids of mild moderate and strong categories body level and ear level, canal and spectacle hearing aid (1 each), FM, Digital, Programmable aids, ILS Assistive listening devices.	A representative sample of hearing aids and assistive devices
i)	IGO and HAT for hearing aid trial and making electro-acoustic measurements.	1
j)	Stopwatch	2
k)	Otoscope	4
l)	Auditory training and Screening material	
m)	Ear Mould Lab-fully equipped	

Equipment-Speech-Language Pathology(Minimum for a batch of 20students)

S.N	Equipment	For a batch of 20 students (Clinical)
a)	Speech and Language Tests(Tests for differential diagnosis) (English and local language)	As per course requirement
b)	Proformae	As per course requirement
c)	Speech Therapy material (Indian,Language and	As per course

	English	requirement
d)	Toys and Books	--
e)	Mirrors-Size 2'x3'	4
f)	Speech Trainer	1
g)	Portable and Digital tape recorders	2
h)	Hi-Fi Ampli Deck with speakers and good microphone	1
i)	Spirometer	1 (+1 for lab)
j)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	1
k)	Software for diagnostic / therapeutic use and computer with necessary accessories	1 (+1 for lab)
l)	Stroboscope/VLscope/FEES (by possession or access)	1
m)	Electroglottograph	1
n)	Audio cassettes for training/CDs	
o)	Pitch pipe	
p)	Tongue depressors	3 3

Audiovisual Instruments, Furniture in classrooms, clinical areas, and labs and other administrative areas and internet access : Appropriately

Note : All rules and regulations pertaining to this course may be modify / change / update as per the current guideline of Rehabilitation Council of India, New Delhi.

ORDINANCE NO - 48
MASTER OF SCIENCE IN AUDIOLOGY

1. NAME OF THE COURSE OFFERED:

The nomenclature of the program shall be Master of Science (Audiology).

M.Sc.(Aud) shall be the short form.

2. OBJECTIVES OF THE M.Sc.(AUD) PROGRAM:

The objectives of the M.Sc (Aud) program are to equip the students with knowledge and skills to

- 2.1 Function as teachers and researchers in institutions of higher learning,
- 2.2 Diagnose and manage disorders of hearing and balance across life span,
- 2.3 Counsel and guide persons with disorders of hearing and balance as well as their family members,
- 2.4 Implement rehabilitation programs for persons with hearing and balance disorders.
- 2.5 To function as the disability certification authority In the field,
- 2.6 Liaise with professionals in allied fields and other stake holders,
- 2.7 Implement prevention and public education programs,
- 2.8 Undertake advocacy measures on behalf of and for persons with hearing and balance disorders,
- 2.9 Advise government and other Institutions on legal and policy issues related to persons with hearing and balance disorders, and
- 2.10 To establish and administer institutions of higher learning in the area.

3. DURATION OF THE PROGRAM:

- 3.1 The program shall be of 4 semesters (2 academic years) and should be completed within 4 years from the date of admission or as per University Policy.

3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Oddsemesters-1 & 3	July-November
Evensemesters-2 & 4	January-May

3.3 There shall be examination at the end of each semester There shall be a vacation of minimum 2 weeks after the examinations at the end of odd semesters and 4weeks after the examinations at the end of even semesters.

4. **MEDIUM OF INSTRUCTION**

Medium of instruction shall be English.

5. **ELIGIBILITY FOR ADMISSION**

5.1 Candidates with a BASLP/ B.Sc. (Speech &Hearing) degree of any recognized University by the Rehabilitation Council of India with minimum of 55% marks.

5.2 Relaxation in the qualifying marks for designated categories of students shall be as per rules and regulations of respective University / State / Union Territories or the Central Government

6. **PROGRAMSTRUCTURE**

Time structure of the program shall be as follows

Semesters	4	
Weeks per Semester	16	
Days per week	6	94 days per semester
Hours per day	6	560 hours per semester

Semester1	Theory	5 papers x 60 hours	300 hours
	Clinical		240 hours
	Others		20 hours
Semester2	Theory	4 papers x 60 hours	240 hours
	Clinicals		240 hours
	Others		80 hours

Semester3	Theory	5 papers x 60 hours	300 hours
	Clinicals		160 hours
	Dissertation		80 hours
	Others		20 hours
Semester4	Theory	1paperx60hours	60 hours
	Clinicals		160 hours
	Dissertation		320 hours
	Others		20 hours
Theory	300+240+300+60		900 hours
Clinicals	240+240+160+160		800 hours
Dissertation	0+0+80+320		400 hours
Others	20+80+20+20		140 hours
Total			2240 hours

7. **ATTENDANCE:**

- 7.1 Minimum attendance shall not be less than 80% in theory and 90% in Clinicals in each semester for students to be eligible to appear for examination at the end of each semester or as per University Policy.
- 7.2 Candidates who cannot appear for examination for want of attendance will Be declared failed and will have to repeat the particular semester to be eligible to appear for exams subsequently
- 7.3 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor Through proper channel (forwarded through course-coordinator / Principal / incharge / Representative college / Department).

8. **EXAMINATION PATTERN:**

- 8.1 The examination pattern and papers shall be as shown in the table below:

	Subject	Marks		
		Exam	IA	Total
A101	Research Methods, Epidemiology and Statistics	80	20	100
A102	Technology in Audiology	80	20	100

A103	Cochlear Physiology	80	20	100
A104	Neurophysiology of Hearing	80	20	100
A105	Hearing Sciences	80	20	100
A106	Clinicals (Internal)	80	20	100
A201	Auditory Perception	80	20	100
A202	Auditory Disorders	80	20	100
A203	Electrophysiological Assessment	80	20	100
A204	Advances in the Management of Hearing Loss	80	20	100
A205	Clinicals (External)	100	00	100
A301	Genetics of Hearing and Pediatric Audiology	80	20	100
A302	Implantable Auditory Devices	80	20	100
A303	Speech Perception	80	20	100
A304	Auditory Processing Disorders	80	20	100
A305	Vestibular system & its disorders	80	20	100
A306	Clinicals (Internal)	80	20	100
A401	Audiology in Practice	80	20	100
A402	Dissertation	80	20	100
A403	Clinicals (External)	100	00	100
		1640	360	2000

8.2 Clinical examinations (for A106 and A306) shall be conducted by the designated internal faculty of the department at the end of 1st and 3rd semester. IA marks shall be awarded by all the faculty of the department on the basis of the assessment of the candidates' work throughout the particular semester.

8.3 Clinical examinations for A 205 and A 403 will be conducted by external examiner(s) at the end of the 2nd and 4th semester, respectively. Clinical examination shall be with clinical population like in medical profession.

The examiners shall also evaluate records of clinical and practical work of the students.

8.4 An internal faculty member can assist the external examiner(s) in A 205 and A403 Clinicals (External), but shall not award marks.

9. **DISSERTATION:**

Students shall complete a dissertation in the 3rd and 4th semester of the course and shall submit the same at the end of 4th semester before final examination. An external examiner shall assess the dissertation for 80 marks while the guide shall assess the performance of the candidate for 20 marks (internal assessment). The dissertation will be rated for a total of 100 marks (80 +20). Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final semester examination.

10. **CRITERIA FOR PASSING:**

10.1 The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams, and dissertation for a pass.

10.2 Grace Marks shall be allocated as per university norms

10.3 Students will have to pass the clinical examination of the given semester to proceed to the next semester.

10.4 Carry-over of papers: Maximum number of attempts for any paper / clinical practicum/ dissertation shall be three inclusive of first attempt. There shall be no supplementary examination.

11. **BOARD OF EXAMINERS:**

11.1 There shall be a Board of Examiners for scrutinizing and approving the question papers as well as scheme of valuation.

11.2 Fifty percent of the members in the Board of Examiners shall be from outside the Institution.

12. AWARD OF DEGREE:

The University shall award the degree and issue certificate only after the candidates successfully complete all the examinations stipulated

13. INFRASTRUCTURE FOR STARTING THE COURSE:

As per the guideline of Rehabilitation Council of India Annexure I

14. OTHERS:

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

15. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

Annexure-1**Infrastructure requirements for M.Sc. (Audiology) programs**

The following are the minimum requirements for starting/continuing M.Sc.(Aud) program This requirement is over and above the stipulated infrastructure (faculty, clinical staff, and physical) for other programs. This should be read and interpreted in conjunction with the guidelines of RCI for recognition of new/existing programs for recognition.

Human Resource Requirement

Requirement of scientific / technical/administrative staff exclusively for M.Sc (Aud) program with an intake of 12 students per year shall be as follows:

Type	Designation	No.
Core Faculty*	Professor- Audiology	1
	Associate Professor-Audiology	1
	Assistant Professors-Audiology	2
Clinical Staff	Audiologist- Gr.I	1
Allied Faculty	Asst. Prof in Statistics	1
Allied Clinical Staff	Clinical Psychologist	1
	Oto-laryngologist	1
	Neurologist	1
	Electronics Engineer	1
Supporting staff-Technical	B10-medical/Computer technician	1
	Library & Information Officer	1
	Library Assistant	1
	Secretary - Academics	1
	Secretary-Clinic	1
Supporting staff-Administrative	Secretary-Admin	1

Core faculty to student ratio should always be 1 : 3 (one faculty member for every 3 students)

Note 1: Allied faculty can be part time functionaries and their appointment can be guided by the requirements in a given semester. Besides, allied faculty can be the same for undergraduate as well as postgraduate courses if the institute also has an undergraduate course.

Note2: The requirement shown here is exclusively for M.Sc. (Aud) program Increase in intake should be with proportionate increase in the infrastructure particularly faculty

Note3: The M.Sc. (Aud) program can only be conducted by an independent institute/ college/ department in a University/ department in a hospital/ rehabilitation unit, with a full-time Audiologist, or Audiologist & Speech-Language Pathologist as its head/ coordinator (administrative /academic/ clinical). The head of the program should possess a doctorate in the core field

Faculty and Professional qualification in the core areas

Designation	Qualifications
Professor	Essential <ol style="list-style-type: none"> M.Sc (Audiology)/M.Sc (Sp&Hg)/MASLP or its equivalent Ph.D (in the core area*) 10 years teaching experience at PG/UG level Minimum five publications with a cumulative impact factor of 5. Valid RCI registration Desirable: Experience of running under-graduate training programs
Associate Professor	Essential <ol style="list-style-type: none"> M.Sc(Audiology)/M.Sc(Sp&Hg)/MASLP or, its equivalent 8 years teaching experience at PG/UG level Minimum 5 publications with a cumulative impact factor of 5 Valid RCI registration. Desirable: <ol style="list-style-type: none"> Ph.D (in the core area*) Experience of running under-graduate training programs.
Assistant Professor- Audiology	Essential <ol style="list-style-type: none"> M.Sc (Audiology) /M.Sc (Sp&Hg)/MASLP or its equivalent 2 years teaching/clinical/research experience Valid RCI registration Desirable: <ol style="list-style-type: none"> Ph.D (in the core area*) Publications
Audiologist Grade I	Essential <ol style="list-style-type: none"> M.Sc(Audiology)/M.Sc(Sp&Hg)/MASLP or, its equivalent Valid RCI registration Desirable: 1 year experience in the field

*Audiology or Speech-Language Pathology & Audiology

Clinical

The institution should have facility for diagnosis, management and rehabilitation of persons with all types of hearing and balance-related problems across life span.

Size of clinical population : The participating institution must have a clinical load of a minimum of 960 new and 1920 follow up therapy cases in the first and second semesters; and, in addition to this, 960 new and 1920 follow up therapy cases in the third and fourth semesters.

Library

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

At least 50% of books mentioned under 'Recommended Reading' under each paper must be available. The institution should add minimum one book every year for each subject of study.

There should be active subscription to at least 5 Journals (3 international and 2 national journals, in the core areas)

Library Staff*

- a) Library and Information Officer-1
Qualification: B.Lib Sci with one year experience In managing a technical library
- b) Library Assistant-1
Qualification Diploma in Library Science

- Library staff can be common for all the courses at a given institute/college
- Space**

S.No.		Size	Number of (for a batch of 12 students)
a)	Class Room	Space@10sq.ft. per student + 20sq.ft. for the teacher Room with a minimum area ; 20 sq.ft.	1 class rooms for a batch of 12 students
b)	Seminar hall	T-Space to accommodate 50% total student strength	1 hall for a batch of 12 of students
c)	Computer lab / multi purpose hall	Space to accommodate 50% of total student strength	1 computer lab for a batch of 12 students
d)	Room for reception where patients are registered	10' × 10'	1 room for a batch of 12 students
e)	Room for case history, diagnostic room and interviews	6' × 8'	4 room for a batch of 12 students
f)	Therapy Rooms	6' × 8'	2 room for a batch of 12 students

g)	Sound treated room for hearing evaluation-twin room set up	10' x 14'	1 room for a batch of 12 students
h)	Sound treated room for immittance testing and EP recording	10' x 10'	1 room for a batch of 12 students
i)	Lab for vestibular testing	10' x 10'	1 room for a batch of 12 students
j)	Staff Room	15' x 20'	1 room
k)	Individual work space (with provision for storage facilities)	10' x 10'	1 room for every 2 faculty/staff members
l)	Academic/administrative office	10' x 10'	1
m)	Principal's Office room	10' x 10'	1
n)	Sanitary facilities	Separate facility for males and females, staff/students and clinical population	
o)	Hostel	Separate hostel for Men and Women with during facility. Accommodation for at least 50% of the student population	
p)	Barrier free access		
q)	Space for recreation - both indoor and outdoor		

Equipment- Audiology (Minimum for a batch of 12 students)

S.No.	Equipment	For a batch of 12 students
a)	Speech audiometry tests including those for assessment of CAPDs - in different language	As per course requirement
b)	Diagnostic test material	As per course requirement
c)	Diagnostic/Clinical pure tone audiometer	1
d)	Diagnostic immittance audiometer	1
e)	Diagnostic OAE analyzer	1
f)	2-Channel EP system	1
g)	Diagnostic material/equipment for assessment of balance disorder	1
h)	Real ear measuring equipment and hearing aid analyzer	1
i)	Equipment set for making earmolds	1

j)	Hi-Fi Ampli Deck with speakers and good microphone	1
k)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	1
l)	Handheld Otoscope	1
m)	Software for signal generation and anlysis	

- Audio-visual instruments, furniture in class rooms, clinical areas, and labs and other administrative areas and internet access Appropriately

Note : All rules and regulations pertaining to this course may be modify/ change/ update as per the current guideline of Rehabilitation Council of India, New Delhi.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department/ Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final

ORDINANCE NO - 49
MASTER OF SCIENCE IN SPEECH-LANGUAGE PATHOLOGY
(Semester scheme)

1. NAME OF THE COURSE OFFERED:

The nomenclature of the program shall be Master of Science(Speech-Language Pathology). M.Sc. (SLP) shall be the short form.

2. OBJECTIVES OF THE (M. SC. SLP) PROGRAM:

The objectives of the M.Sc. (SLP) program are to equip the students with knowledge and skills to

- 2.1 Function as teachers and researchers in institutions of higher learning,
- 2.2 Diagnose and manage disorders of speech, language, and swallowing across Life span,
- 2.3 Counsel and guide persons with disorders of speech, language and swallowing as well as their family members,
- 2.4 Implement rehabilitation programs for persons with speech, language and Swallowing disorders,
- 2.5 To function as the disability certification authority in the field,
- 2.6 Liaise with professionals in allied fields and other stakeholders,
- 2.7 Implement prevention and public education programs,
- 2.8 Undertake advocacy measures on behalf of and for persons with speech, language and swallowing disorders,
- 2.9 Advise government and other institutions on legal and policy issues related To Persons with communication disorders, and
- 2.10 To establish and administer institutions of higher learning.

3. DURATION OF THE PROGRAM:

3.1 The program shall be of 4 semesters (2 academic years) and should be completed within 4 years from the date of admission or as per University Policy.

3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows-

Odd semesters-1 & 3 **July-November**

Even semesters-2 & 4 January-May

3.3 There shall be examination at the end of each semester. There shall be a vacation of minimum 2 weeks after the examinations at the end of odd semesters and 4 weeks after the examinations at the end of even semesters.

4. MEDIUM OF INSTRUCTION:

Medium of instruction shall be English.

5. ELIGIBILITY FOR ADMISSION:

51. Candidates with a B.ASLP/ B.Sc. (Speech & Hearing) degree of any recognized University by the Rehabilitation Council of India with minimum of **55% marks.**

5.2. Relaxation in the qualifying marks for designated categories of students shall be as per rules and regulations of respective University/ State/ Union Territories or the Central Government.

6. PROGRAM STRUCTURE:

Time structure of the program shall be as follows-

semesters	4	
Weeks per Semester	16	
Days per week	6	94 days per semester
Hours per day	6	560 hours per semester

Semester 1	Theory	5 papers x 60 hours	300 hours
	Clinical		240 hours
	Others		20 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Clinicals		240 hours
	Others		80 hours
Semester 3	Theory	5 papers x 60 hours	300 hours
	Clinicals		160 hours
	Dissertation		80 hours
	Others		20 hours
Semester 4	Theory	1 paper x 60 hours	60 hours
	Clinicals		160 hours
	Dissertation		320 hours
	Others		20 hours
Theory	300+240+300+60		900 hours
Clinicals	240+240+160+160		800 hours
Dissertation	0+0+80+320		400 hours
Others	20+80+20+20		140 hours
Total			2240 hrs

7. **ATTENDANCE:**

- 7.1 Minimum attendance shall not be less than 80% in theory and 90% in Clinicals in each semester for students to be eligible to appear for examination at the end of each semester or as per University Policy.
- 7.2 Candidates who cannot appear for examination for want of attendance will be declared failed and will have to repeat the particular semester to be eligible to appear for exams subsequently.

7.3 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor, through proper channel (Forwarded through Course-coordinator/Principal/Incharge of respective college/Department).

8. EXAMINATION PATTERN:

8.1 The examination pattern and papers shall be as shown in the table below:

	Subject	Marks		
		Exam	IA	Total
SLP101	Research Methods, Epidemiology and statistics	80	20	100
SLP102	Speech science and Speech Production	80	20	100
SLP103	Augmentative and Alternative Communication	80	20	100
SLP104	Neurobiology of speech-language and Cognition	80	20	100
SLP105	Clinical Linguistics & Multilingual issues	80	20	100
SLP106	Clinical (Internal)	80	20	100
SLP201	Advances in Speech Sound Disorders	80	20	100
SLP202	Voice : Science and Disorders	80	20	100
SLP203	Disorders of Fluency	80	20	100
SLP204	Language Disorders in Children	80	20	100
SLP205	Clinicals (External)	100	00	100
SLP301	Neurogenic Speech Disorders	80	20	100
SLP302	Dysphagia	80	20	100
SLP303	Aphasia	80	20	100
SLP304	Language and Literacy Disorders	80	20	100
SLP305	Cognitive Communication Disorders	80	20	100
SLP306	Clinicals (Internal)	80	20	100
SLP401	Practices in Speech-language Pathology	80	20	100
SLP402	Dissertation	80	20	100
SLP403	Clinicals (External)	100	00	100
		1640	360	2000

8.1 Clinical examinations (for SLP106 and SLP306) shall be conducted by the designated internal faculty of the department at the end of 1st and 3rd semester 1A marks shall be awarded by all the faculty of the department on the basis of the assessment of the candidates' work throughout the particular semester.

- 8.3 Clinical examinations for SLP 205 and SLP 403 will be conducted by external examiner(s) at the end of the 2nd and 4th semester, respectively. Clinical examination shall be with clinical population like in medical profession. The Examiners shall also evaluate records of clinical and practical work of the students,
- 8.4 An internal faculty member can assist the external examiner(s) in SLP205 and SLP 403 Clinicals (External), but shall not award marks.

9. DISSERTATION:

Students shall complete a dissertation, in the 3rd and 4th semester of the course and shall submit the same at the end of 4th semester before final examination, An external examiner shall assess the dissertation for 80 marks while the guide shall assess the performance of the candidate for 20marks (internal assessment). The dissertation will be rated for a total of 100 marks (80+20), Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final semester examination

10. CRITERIA FOR PASSING:

- 10.1 The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, and clinical exams, and dissertation for a pass,
- 10.2 Grace Marks shall be allocated as per university norms,
- 10.3 Students will have to pass the clinical examination of the given semester to proceed to the next semester.
- 10.4 Carry-over of papers: Maximum number of attempts for any paper / clinical practicum/ dissertation shall be three inclusive of first attempt. There shall be no supplementary examination

11. BOARD OF EXAMINERS:

- 11.1 There shall be a Board of Examiners for scrutinizing and approving the question papers as well as scheme of valuation

11.2 Fifty percent of the members in the Board of Examiners shall be from outside the institution.

12. AWARD OF DEGREE:

The University shall award the degree and issue certificate only after the candidates successfully complete all the examinations stipulated.

13. INFRASTRUCTURE FOR STARTING THE COURSE:

As per the guideline of Rehabilitation Council of India Annexure I

14. OTHERS:

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

15. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

Annexure-1**Infrastructure requirements for M.Sc.(SLP) program****(Academic year 20— & 20— onwards)**

The following are the minimum requirements for starting/continuing an M.Sc. (SLP) program. This requirement is over and above the stipulated infrastructure (faculty, clinical staff, and physical) for other programs. This should be read and interpreted in conjunction with the guidelines of RCI for recognition of new/existing programs for recognition.

Human Resource Requirement

Requirement of scientific/ technical/ administrative staff exclusively for M.Sc.(SLP) program with an intake of 12 students per year shall be as follows:

Type	Designation	No.
Core Faculty	Professor-Speech Language Pathology	1
	Associate Professor-Speech Language Pathology	1
	Assistant Professors-Speech Language Pathology	2
Clinical Staff	Speech-Language Pathologist – Gr I	1
Allied Faculty	Asst.Professor in Linguistics	1
	Asst.Professor in Statistics	1
Allied Clinical staff	Clinical Psychologist	1
	Oto-laryngologist	1
	Neurologist	1
Supporting staff-Technical	Electronics Engineer	1
	Bio-medical/Computer technician	1
	Library & Information Officer	1
	Library Assistant	1

Supporting staff-Admin,	Secretary-Academics	1
	Secretary-Clinic	1
	Secretary-Admin	1

Core faculty to student ratio should always be 1.3 (one faculty member for every 3 students)

Note1: Allied faculty can be part time functionaries and their appointment can be guided by the requirements in a given semester Besides, allied faculty can be the same for undergraduate as well as postgraduate courses if the institute also has an undergraduate course,

Note 2 The requirement shown here is exclusively for M.Sc.(SLP) program. There shall be proportionate increase in infrastructure with increase in intake,

Note3: The M.Sc(SLP) program can only be conducted by an independent institute/college /department in a University/ department in a hospital/ rehabilitation unit, with a full-time Speech-language Pathologist, or Speech-language Pathologist& Audiologist as its head /coordinator (administrative / academic /clinical), The head of the program should possess a doctorate in the core field.

Faculty and Professional qualification in the core areas

Designation	Qualifications
Professor	Essential <ol style="list-style-type: none"> M.Sc (Sp-Lang Pathology/ M.Sc(Sp& Hg)/ MASLP or its equivalent Ph.D(in the core area*) 10 years teaching experience at PG/UG level Minimum five publications with a cumulative impact factor of 5 Valid RCI registration Desirable: Experience of running under-graduate training programs
Associate Professor	Essential <ol style="list-style-type: none"> M.Sc (Sp-Lang Pathology/ M.Sc(Sp& Hg)/ MASLP or its equivalent 8 years teaching experience at PG/UG level Minimum 5 publications with a cumulative impact factor of 5 Valid RCI registration.

	Desirable: c) Ph.D.(in the core area*) d) Experience of running under-graduate training programs.
Assistant Professor-Speech Language Pathology	Essential a) MSc.(SpLang Pathology)/M.Sc.(Sp&Hg) / MASLP or its equivalent b) 2 years teaching /clinical / research experience c) Valid RCI registration Desirable: d) Ph.D.(in the core area*) e) Publications
Speech Language Pathologist Grade I	Essential a) M.Sc.(Audiology)/M.Sc.(Sp&Hg)/MASLP or its equivalent b) Valid RCI registration Desirable: 1 year experience in the field

*Speech-Language Pathology or Speech-Language Pathology & Audiology

Clinical

The institution should have facility for diagnosis, management and rehabilitation of all types of speech, language, and swallowing disorders in clinical population across life span.

Size of clinical population: The participating institution must have a clinical load of a minimum of 960 new and 1920 follow up therapy cases in the first and second semesters; and, in addition to this, 960 new and 1920 follow up therapy cases in the third and the fourth semester

Library

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

At least 50% of books mentioned under 'Recommended Reading' under each paper must be available. The institution should add minimum one book every year for each subject of study.

There should be active subscription to at least 5 Journals (3 international and 2 national Journals in the core areas)

Library Staff*

a) Library and Information Officer-1

Qualification. B Lib. Science with one year experience in managing a technical library

b) Library Assistant-1

Qualification : Diploma in Library Science

- Library staff can be common for all the courses at a given institute/college

Space

Sl.No		Size	Number(For a batch of 12 students)
a.	Class Rooms	Space@10sq.ft per student +20 Sq. ft for the teacher: Room with a minimum area Of 220sq.ft.	1 class room for a batch of 12 students
b.	Seminar hall	Space to accommodate 50% of total student strength	1 hall for a batch of 12 students
c.	Computer lab/ multipurpose hall	Space to accommodate 50% Of total student strength	1 computer lab for a batch of 12 students
d.	Room for reception where patients are registered	10'X10'	1 room for a batch of 12 students
e.	Room for case history, diagnostic room and interviews	6'X8'	4 rooms for a batch of 12 students
f.	Speech Lab(Quiet Room) for diagnostic purposes	15'X20'	1 room for a batch of 12 students
g.	Recording room (Sound proof)	8'X10'	1 room for a batch of 12students

h.	Speech Therapy Rooms/ Cabins (completely partitioned/sound isolated)	6'X8'	4 rooms for a batch of 12 students
i.	Staff Room	15'X20'	1 room
j.	individual work space, (with provision for storage facilities)	10' X10'	1' room for every 2 faculty/staffmembers
k.	Academic/ administrative office	10'X10'	1
l.	Principal's Office Room	10'X10'	1
m.	Sanitary facilities	Separate facility for males and females, staff /students and clinical population	
n.	Hostel	Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population	
o.	Barrier free access		
p.	Space for recreation-both indoor and outdoor		

Equipment- Speech-Language Pathology (Minimum for a batch of 12 students)

Note: All rules and regulations pertaining to this course may be modify / change /

Sl No.	Equipment	For a batch of 12 Students
a)	Speech and Language Tests (English and local languages) (Minimum two Original test material per semester must be produced)	As per course requirement - see Table 1 for different tests
b)	Proformae	As per course requirement
c)	Speech Therapy material (in local language and English)	As per course requirement
d)	Digital voice recorders	2
e)	Video Cameras for audio-visual recording	1
f)	Spirometer	1
g)	Computer PC-AT with VGA Color Monitor &	2
h)	Printer for clinic administration	
i)	Software for diagnosis / therapy work	1
j)	Stroboscope (by possession in department or by access in the parent institution)	1
k)	Flexible Scope for voice and swallowing assessment (by possession in department or by access in the parent institution)	1
l)	Electroglottograph	1
m)	System for aerodynamic assessment	1
n)	Tools for assessment of swallowing	

update as per the current guideline of Rehabilitation Council of India, New Delhi

ORDINANCE NO - 50
POSTGRADUATE DIPLOMA COURSE IN AUDITORY VERBAL THERAPY
(PGDAVT)
Regulations & Norms

1. PREAMBLE:

The ratification of the UN Convention on the Rights of Persons with Disabilities (Article 24) in 2007 by the Indian Government and the passing of the 'The Right to Education Act (2009)' subsequently has brought a new direction to the field of management of deaf and hard of hearing individuals in the country. Professionals offering services to the deaf and hard of hearing must acquire the skills to adopt and use modern technology for the benefit of persons with hearing impairment. Rehabilitation Council of India (RCI) is India's apex body entrusted with the responsibility to regulate and monitor training of professionals in the area of disability. The Council has been designing, from time to time, training programs for the manpower generation in different areas of disability. The RCI is in the process of implementation of the forward thinking concept of a barrier free environment for persons with disabilities as enunciated in the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) 2006.

The significant change that the UNCRPD (2006) has brought about is that issues regarding persons with disabilities will no longer be a medical or health care issue. On the other hand, they will be viewed as a human rights issue. However, majority of the training programs tend to focus more on disability than on the needs of differently abled children. The RCI has been designing training programs to accommodate this changed shift. One such program is the institution of a Post Graduate Diploma Course in Auditory Verbal Therapy for the training professionals in the fields of Speech & Hearing and Special Education. By its very definition, Auditory Verbal Therapy, highlights the similarities between hearing children and their deaf and hard of hearing peers and therefore uses normal patterns of development on which to base the habilitation of deaf and hard of hearing children.

Inclusion/inclusive education lie at the very heart of Auditory Verbal Therapy and therefore, the new program is Justified RCI plays a key role in linking tradition to modernity and its training courses for professionals are the bridges that enable the link. Post Graduate Diploma Course in Auditory Verbal Therapy will allow the professionals serving the deaf and hard of hearing in India to build on their knowledge and skills from their masters, graduation and diploma programs and to upgrade their knowledge.

Systematic and intensive training of the existing re/habilitation professionals is critical if India is to keep pace with international trends in the habilitation of deaf and hard of hearing children. International protocol recommends that training in Auditory Verbal therapy be given only by professionals who are themselves certified as LSLS Cert. AVT by the A.G. Bell Academy, an international organization Therefore, this Post Graduate Diploma in Auditory Verbal Therapy should preferably follow the same modules of theory, guided observation and practice of Auditory Verbal Therapy as taught in the training of LSLS Cert. AVT.

Across the world, all countries are working towards implementing the position statement of the Joint Committee on Infant Hearing, 2007 This 1-3-6 protocol specifies that with the help of universal newborn infant screening babies with hearing loss be identified by one month of age and be appropriately provided amplification facility by three months of age so that effective intervention begins at six months of age at the latest. By instituting this Post Graduate Diploma in Auditory Verbal Therapy, India will demonstrate through her apex regulatory body of RCI that she recognizes the need for focused training of re/habilitation professionals who serve deaf and hard of hearing babies in listening, learning and spoken language skills in order to comply with the 1-3-6 protocol and so become members of the global community.

2. AIMS AND OBJECTIVES:

The aim of the Post Graduate Diploma Course in Auditory Verbal Therapy is to train and equip professionals in the fields of Speech & Hearing and Special Education with knowledge and skills to practice auditory verbal therapy with young children

with deafness and hard of hearing as a part of the early intervention program. The course further aims to facilitate professionals in setting up of early intervention centers Staffed by therapists who have the requisite skills to work with deaf and hard of hearing children.

The objectives of this program are to

- 2.1 Impart knowledge in modern technology and its significance in the practice of educating children with hearing impairment,
- 2.2 Identify the principles and practices of auditory verbal therapy and related services,
- 2.3 Develop skills and competencies for practicing auditory verbal therapy as a part Of the early intervention services for young children with hearing impairment,
- 2.4 Promote speech-language development and education of young hearing impaired children, and
- 2.5 Promote parent-teacher empowerment,
- 2.6 Develop skills and competencies in students for practicing AVT as a part of early intervention for young hearing impaired children, and
- 2.7 To teach the need and significance of practice of AVT in India.

3. **DURATION OF THE COURSE:**

The duration of the course is one academic year (2semesters).

4. **MEDIUM OF INSTRUCTION:**

The medium of instruction shall be English.

5. **ELIGIBILITY FOR ADMISSION:**

Any candidate with a graduate degree in Audiology /Speech-Language Pathology/ Speech and Hearing, or Special Education (HI), or equivalent degree from any other University and who is registered with the Rehabilitation Council of India will be eligible to seek admission for the course. Foreign nationals should produce evidence of professional registration in their home country.

6. **TEACHER-STUDENT RATIO:**

The teacher student ratio is 1:5

7. INTAKE CAPACITY:

Considering infrastructural facilities needed and the dearth of certified AV therapists in India, a maximum of 10 candidates may be admitted for the course.

8. TYPE OF INSTITUTIONS THAT CAN OFFER THE PROGRAM:

Only those institutions that fulfill the following criteria are eligible to conduct the program:

- 8.1. Institutions offering RCI approved graduate programs in Speech & Hearing or Special Education in the area of hearing impairment or institutions with RCI affiliation for more than 4 years
- 8.2. Institutions having surgical facility for cochlear implantation and post implant habilitation facility, or having MOU with institutions having surgical and post implant habilitation facility.

9. THEORY AND PRACTICAL WORK:**Semester 1***

Semester	Title	Theory Hours	Practical Hours	Clinical Hours
1	Auditory Verbal Techniques	50	40	—
	Spoken Language and Communication Development	50	40	—
	Child Development	50	40	—
	Clinical work	—	—	290
Total		150	120	290
2	Hearing and Amplification Technologies	50	40	—
	Parent Empowerment and Curricular Support	50	40	—
	Clinical work			380
Total		100	80	380

- * Calculated on the basis that each semester will have 16 weeks with 5 working days, and each working day will have 7 hours. It means each semester will be of 560 hours (16 weeks x 5 days x 7 hours). This is in addition to examinations, preparatory holidays for exam, vacation etc.

- There shall be 5 units in each paper and each unit shall be taught for 10 hours.
Minimum Practical work: 1 and 2 semesters (Clinical examination)

S.No	Activity	Sessions/ Children	Hours
1	Unsupervised observations	50	50
2	Supervised observation of teaching sessions With Teacher Practicum Supervision Form	20	20
3	Practice sessions with Teacher Behavior Rating Scale(TBRS)	20	30
4	Assessed sessions(TBRS)	10	20
5	Practice of Phonetic Level Evaluation and Speech Strategies of Dr.Ling	30	10
6	Observation and practice-Audiograms 15 observations and 5 practice sessions	15	20
7	Practice-Hearing evaluation	5	10
8	Observation of Hearing aids fitment	10	20
9	Observations of Mapping sessions	10	20
10	Observation of Speech Perception Tests	5	10
11	Case studies including case history	5	10
12	Clinical work with Children with Hearing impairment		450*

- Auditory verbal therapy + Speech therapy

10. **SCHEME OF EXAMINATION:**

The scheme of examination shall be as follows:

Paper	Title	Theory	IA	Practical	Total
1.1	Auditory Verbal Techniques	50	20	30	100
1.2	Spoken Language and Communication Development	50	20	30	100
1.3	Child Development	50	20	30	100
1.4	Clinical*	80	20	—	100
2.1	Hearing and Amplification Technologies	50	20	30	100
2.2	Parent Empowerment and Curricular Support	50	20	30	100
2.3	Clinical*	80	20	—	100
	Total	410	140	150	700

11. STANDARD OF PASSING:

The minimum percentage of marks required for passing is 50%, separately in theory, IA, practical and clinical examination. Class will be declared based on the aggregate of marks of both the semesters. The candidates will be declared to have passed the examination as follows:

First Class with Distinction	75%
First Class	60%

12. REAPPEARING FACILITY:

A candidate has to pass each examination in not more than three attempts including the first attempt. The candidate to appear for the examination at the end of second Semester must have passed all the papers of the first semester. The entire course itself should be completed in not more than 2 years.

13. INFRASTRUCTURE FACILITIES:

The Institution conducting the training course should have a Model Centre practicing auditory verbal therapy or should have a Memorandum of Understanding Auditory Verbal therapy center near to the institution. The teacher student ratio (therapist - cochlear implanted children) of the model center should be 1:4 and the center should have a minimum strength of 10 young hearing impaired children with cochlear implants.

The minimum infrastructure required for offering this Post graduate Diploma program for an intake of 10 students, shall be as given below. The requirements for infrastructure shall double for an additional intake of 10 students or part thereof.

13.1 Space: Exclusively for this program

Classroom	1 room	15' x 10'	150Sq.ft
Laboratory	1 room	20' X 10'	200 Sq.ft
Therapy Rooms	5 rooms	8' x 8'each	320 Sq.ft
Space for staff, library, waiting hall, childcare, office & other facilities			~500 Sq.ft

13.2 Staff

Audiologist/Speech Language Pathologist	1	Fulltime
Lecturer in Special Education"	1	Fulltime
Lecturer in Auditory Verbal Therapy	1	Part time/Full time
Lecturer in Clinical Psychology/Clinical Psychologist #	1	Visiting

MASLP or M.Sc.(Audiology) or M.Sc. (Speech-language Pathology), or its equivalent as recognize by RCI.

Master's Degree, in Special Education(HI) or its equivalent as recognized by RCI

- a) MASLP or M.Sc.(Audiology),or M.Sc.(Speech-language Pathology),or Master's Degree in Special Education (HI), or M.Ed. (Special Education) with LSLS Cert. in AVT,or its equivalent as recognized by RCI.
- b) Must have worked with 50 children with cochlear implants in the last 5 years.

M.Phil in Clinical Psychology or its equivalent as recognized by RCI

13.3 Equipment/Material

13.3.1 Digital Hearing Aids- Minimum 06 nos

13.3.2 Therapy material like toys & play materials, toys for informal hearing screening such as bells and noise making toys

13.3.3 Material for auditory verbal raining

13.3.4 Models of Ear and cochlear implant

13.4 Clinical infrastructure

Teacher: Children with cochlear implants 1 : 5

Teacher: Children with hearing aids 1 : 5

13.5 Library

Books and Journals listed under each paper are essential.

14. CERTIFICATION AS REGISTERED PROFESSIONAL

It is mandatory as per Section 13 of RCI Act for every teacher of special education to obtain a "Registered Professional Certificate "from the Rehabilitation Council of India to work in the field of special education in India. As continuous professional growth is necessary for the renewal of the certificate, the teachers as well as educators in special education should undergo in-service program periodically to update their professional knowledge Amendments, if any, to the regulations of the course will be made periodically by the Rehabilitation Council of India Any deviation from the above regulations should have the prior approval of the Rehabilitation Council of India.

The candidates with Post Graduate Diploma, in Auditory Verbal Therapy (PGDAVT) will be eligible for addition of qualification for registration, in CRR as Auditory Verbal

Therapist (AVT) in addition to their existing categories of registration under any other category (S. No.17).

15. OTHERS:

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

16. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

Note: All rules and regulations pertaining to this course may be modify / change / update as per the current guideline of Rehabilitation Council of India, New Delhi.

ORDINANCE NO - 51
PARAMEDICAL DIPLOMA COURSE

Diploma in O. T. Technology, Dialysis Technician, X-Ray Radiographers,
Medical Laboratory (DMLT), Paramedical Ophthalmic Assistant, Perfusionist
Cardiac Surgery Technician, Cath-Lab Technician Optometric Refraction,
Anesthesia Technician, Sanitary Inspector, Blood Transfusion clinical
Biochemistry, Microbiology, Yoga, Naturopathy, Pharmacy (Ayurved)

Duration: - 02 Years

1. AIMS:

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various Paramedical sectors

2. OBJECTIVES:

- 2.1 To impart adequate theoretical and practical knowledge required for the paramedical technician.
- 2.1 To enable the student to perform various routine paramedical techniques and practices.
- 2.2 This ordinance shall be applicable for two years paramedical Diploma Courses.
- 2.3 The first Paramedical Diploma of Two years course, Here in after called 2 Year Diploma Courses, shall be designed as Diploma in Paramedical, in respective Branch
- 2.4 The ordinance shall be applicable:
 - 2.4.1 Diploma in O. T. Technology
 - 2.5.2 Diploma in Dialysis Technician.
 - 2.5.3 Diploma in X-Ray Radiographers
 - 2.5.4 Diploma in Medical Laboratory (DMLT).
 - 2.5.5 Diploma in Paramedical Ophthalmic Assistant.
 - 2.5.6 Diploma in perfusionist Cardiac Surgery Technician.
 - 2.5.7 Diploma in Cath-Lab Technician
 - 2.5.8 Diploma in Optometric — Refraction
 - 2.5.9 Diploma in Anesthesia Technician.
 - 2.5.10 Diploma in Sanitary Inspector
 - 2.5.11 Diploma in Blood Transfusion
 - 2.5.12 Diploma in clinical Biochemistry.
 - 2.5.13 Diploma in Microbiology.

- 2.5.14 Diploma in Yoga
- 2.5.15 Diploma in Naturopathy
- 2.5.16 Diploma in Pharmacy (Ayurved)

3. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

- 3.1 Minimum qualification for admission to the paramedical Certificate course shall be the Qualifying Higher Secondary School Certificate Examination (10+2) with Science Physics, Chemistry and Biology from M.P. Board of Secondary Education or 12th standard 2 years P U C (Pre University Courses) or equivalent examination from a recognized Board/University.

- 3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time. Other norms laid down by State Council of Paramedical course shall also be followed.

The Candidate should have completed minimum of 17 years of age on / before 31st December of the concerned academic session.

- 3.3 Selection Criteria: The admission in Paramedical Diploma program First Year Shall be based on the merit of the qualifying examination.

OR

- 3.4 Common Entrance Test (CET), conducted by the University / any designated agency. On admission, every candidate shall have to get fitness certificate, for physical fitness.

4. NUMBER OF SEATS:

Number of seats will be as per course approval by competent Authority.

5. FEE STRUCTURE:

The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission / competent authority.

6. CURRICULUM AND SYLLABUS:

The curriculum and syllabus will be framed by concerned Board of studies which duly approved by academic council in accordance with the guidelines issued by concerning council.

7. COMMENCEMENT OF COURSES:

- 7.1 The course shall be commencing from the month of August/ September of every academic year.
- 7.2 The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

8. EXAMINATION:

- 8.1 The medium of Instruction shall be English throughout the course.
- 8.2 University Examination; Theory & Practical:
- 8.2.1 There shall be University examination, at the end of the academic year.
- 8.2.2 The Main Examination shall be held on yearly basis for all the two years
Respectively.
- 8.2.3 There shall be 2 University Examination in a year: Main examination in May / June and Supplementary Examination (examination) in October / November. The succeeding examination shall be held within 6 months.
- 8.2.4 University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.
- 8.2.5 Theory and Practical examination shall be considered as separate heads / subjects for passing
- 8.2.6 Scheme of the Examinations shall be as per the scheme, approved by Academic Council of the University
- 8.3 Written Examination
- 8.3.1 Written Examination shall be of 3 Hours
- 8.3.2 Each theory paper shall carry marks
- 8.4 Appointment of Examiners / Question Paper Setters: The appointment of examiner for the University Examination shall be as per ordinance of the University
- 8.5 Criteria for Passing:
- 8.5.1 A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam
of final examinations in order to declare pass.
- 8.5.2 A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination
- 8.5.3 A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination, university examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

8.6 Internal Examination:

8.6.1 Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.

8.6.2 The Internal assessment examinations shall be conducted for Theory subjects. 40% of Internal assessment marks shall be allotted from best of two internal examinations 40% shall be on the basis of Day to Day Assessment based on

8.6.3 Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices / Skills. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment Best marks out of two internal examinations shall be considered for inclusion in the University examination.

8.6.4 The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.

8.7 Division and Merit List:

8.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/her successful attempt in annual university examination

There shall be Divisions as follows:

Distinction 75% and above of grand total marks in First attempt

First Division > 60% and < 75% of grand total marks in First attempt .

Second Division > 50% and < 60% of grand total marks in First attempt.

Distinction in individual subject. > 75% marks in individual subject shall be

Indicated exclusively in the mark sheet provided First attempt.

8.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years in

9. GRACE MARKS:

The Grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

10. ATTENDANCE:

10.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 75% of the total Theory and the practical classes held separately in each subject of the course of the study or as per University Policy.

10.2 The total lectures and practical shall be conducted as per the scheme and the syllabus.

11. CANCELLATION OF ADMISSION:

1.1.1 The admission of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if He/She is not found qualified as per Rehabilitation Council of India, MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the university

OR

He / She is found to have produced false / forged documents or found to have used unfair means to secure admission

OR

He / She is found involved in serious breach of discipline

12. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/ Director /Principal / Head of Department / Institutions / Constituent College /Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 52**BACHELOR OF MEDICAL LABORATORY TECHNOLOGY (BMLT)****1. AIMS AND OBJECTIVES:****1.1 AIMS:**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 1.1.2 To provide students with an overview of various medical laboratory procedures.

1.2 OBJECTIVES:

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 1.2.2 To perform routine and special laboratory investigations.
- 1.2.3 To introduce quality control system in laboratory.

2. COURSE STRUCTURE:

- 2.1 The Degree in Medical Laboratory Technology of 3years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.
- 2.2 Duration of the course : The Bachelor of Medical Laboratory Technology is a three year regular degree course, named below'
 - 2.2.1 BMLT - I year
 - 2.2.2 BMLT - II year
 - 2.2.3 BMLT - III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BMLT, course shall have to complete the course within -the maximum permissible duration of 6 years, from the date of admission or as per University Policy.

3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:

- 3.1 Admission to the First year – in Bachelor of Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board / Council / University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility
- 3.3 The candidate should have completed minimum of 17 years of age on or before 31st December of the concerned academic session.
- 3.4 Selection Criteria: The admission in BMLT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University / any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

4. COMMENCEMENT OF COURSE:

The course shall be commencing from the month of August of every academic year

5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study

5.1 Attendance

5.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the study. However only Dean / Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per university Policy.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

5.2 Sessional Examinations:

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

5.3 Internal Assessment:

The internal assessment for each subject of each academic year shall carry 100 marks.

5.4 University Examination; Theory & Practical

5.4.1 Written Examination

5.4.2 There shall be 2 University Examination in a year: Main examination in May / June and Supplementary Examination (II examination) in October / November. The succeeding examination shall be held within 6 months.

5.5 Appointment of the Examiners / Question Paper Setters.

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an external, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters / Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

5.6 Criteria for Passing

In each subject / head (theory and practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.
- 5.6.2 Each theory paper and practical will be treated as separate subject / head for the passing.
- 5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing the next year examination.

5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his / her successful attempt in annual University examination. There shall be Divisions as follows:

- **Distinction:** 75% and above of grand total marks in First attempt.
- **First Division:** >60% and <75% of grand total marks in First attempt.
- **Second Division:** >50% and <60% of grand total marks in First attempt.
- **Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.
- **All other successful candidates who pass the examinations in more than first 1st attempts shall be declared pass irrespective of percentage of marks**

- 5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

5.8 Three month Compulsory Rotatory Clinical Training

For BMLT III year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and / or Haematology Lab
- d. Blood-Banking

The Laboratory training should cover the following terms:

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students Technician Student ratio will be 15.

- a. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- b. Minimum 50-70 hrs is mandatory for each of the above mentioned Laboratories.
- c. Student should obtain training, Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- d. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD

6. REVALUATION / RE-TOTALING:

Re-Totaling and Revaluation both should be allowed as per the University rules.

7. CANCELLATION OF ADMISSION:

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution,

7.1.1 He / She is not found qualified as per MP Paramedical Council norms and Guidelines or the eligibility criteria prescribed by the University.

7.1.2 He / She is found to have produced false / forged documents or found to have used unfair means to secure admission

7.1.3 He / She is found involved in serious breach of discipline in the institution or in the University campus.

Note: Other rules regarding conduct of Examination/ Scheme and Syllabus maybe amended/ modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

8. SCHEME OF COURSE / EXAMINATION:

Subject	Theory Min.Hrs.	Practical Min.Hrs.	Clinical/Lab Posting	Total Min.Hrs
BMLT FIRST YEAR				
Biochemistry	80	120	110	310
Hematology and Clinical Pathology	90	120	110	320
Applied Histology	90	120	110	320
Microbiology	100	120	110	330
*Applied English	60	-	-	60
*First aid and Basic Nursing	60	20	-	80
BMLT SECOND YEAR				
Analytical Biochemistry	80	120	110	310
Hematology	90	320	110	320
Cellular Pathology	90	120	110	320
Identification of Bacteria	100	120	110	330
*Basic Computer Application	20	40		60
BMLT THIRD YEAR				
Clinical Biochemistry	80	120	110	310
Applied Hematology	80	120	110	310
Special Histology	90	120	110	320
Applied Microbiology	100	120	110	330
*Instrumentation				40
*Clinical Research Methodology	20			20
*Clinical Posting			300	300

8.1 Scheme of Teaching Schedule (for each academic year)

*Non Examination (Subsidiary) subjects

8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20 X 4=80
Short Answer Type	4 (Any 4 Out of 5)	5 X 4 = 20

8.3 Scheme of Examination

Paper	Theory	Internal Assessment	Min Theory + Internal Assessment	Practical & Viva	Min. Practical
BMLT FIRST YEAR					
Biochemistry	100	100	100	100	50
Hematology and Clinical Pathology	100	100	100	100	50
Applied Histology	100	100	100	100	50
Microbiology	100	100	100	100	50
BMLT SECOND YEAR					
Analytical Biochemistry	100	100	100	100	50
Hematology	100	100	100	100	0
Cellular Pathology	100	100	200	100	50
Identification of Bacteria	100	100	100	100	50
BMLT THIRD YEAR					
Clinical Biochemistry	100	100	100	100	50
Applied Hematology	100	100	100	100	50
Special Histology	100	100	100	100	50
Applied Microbiology	100	100	100	100	50
*Instrumentation	-	50	25	-	-

Minimum 50% passing marks require in theory & internal assessment as well as in practical & Viva-voce.*The marks of the Instrumentation paper will not be included in the Total Result i.e. for calculation percentage of marks obtained.

9. **GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Departments Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 53**MASTER OF MEDICAL LAB TECHNOLOGY (MMLT)****1. NOMENCLATURE:**

MASTER'S IN MEDICAL LAB TECHNOLOGY (MMLT)

- 1.1 MEDICAL HEMATOLOGY.
- 1.2 MEDICAL HISTOPATHOLGY
- 1.3 MEDICAL MICROBIOLOGY.
- 1.4 MEDICAL BIOCHEMISTRY.

2. GOALS:

The goals of post graduate training in various specialties in MMLT are to train graduates who will:

- 2.1 Practice respective speciality efficiently and effectively, backed by scientific knowledge and skill.
- 2.2 Exercise empathy and a caring attitude and maintain high ethical standards.
- 2.3 Continue to evince keen interest in continuing professional development in the speciality and allied specialities irrespective of whether in teaching or practice.
- 2.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
- 2.5 To develop faculty for critical analysis and evaluation of various concepts and views & to adopt most rational approach.

3. OBJECTIVES:

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him/her for a career in teaching, research and speciality practice. A candidate must achieve a high degree of professional proficiency in the subject matter and develop competence in research and its methodology as related to the field concerned.

The above objectives are to be achieved by the time the candidate completes the course.

The objectives may be considered as under—

- Knowledge (Cognitive domain)
- Skills (Psycho motor domain)
- Human values, ethical practice and communication abilities (affective domain)

4. KNOWLEDGE:

- 4.1 Demonstrate understanding of basic sciences relevant to specialty
- 4.2 Acquire the detailed knowledge about the fundamentals and advances of the respective specialty.
- 4.3 Update knowledge by self-study and by attending courses, conferences and seminars relevant to specialty.
- 4.4 Undertake audit, use information and carry out research both basic and professional with the aim of publishing or presenting the work at various scientific gatherings.

5. SKILLS:

Acquire adequate skills and competence in performing various tasks as required in the specialty.

Human values, ethical practice and communication abilities:

- 5.1 Adopt ethical principal in all aspects of the professional practice
- 5.2 Foster professional honesty and integrity
- 5.3 Discharge the duties irrespective of social status, caste, creed or religion of the customer / client.
- 5.4 Develop oral and written communication skills.
- 5.5 Provide leadership and get the best out of his or her team in a congenial working atmosphere
- 5.6 Apply high moral and ethical standards while carrying out human or animal research

Be humble and accept the limitations in his or her knowledge and skill and to ask for help from colleagues when needed.

6. PROMULGATION:

The Degree of Master's in Medical Lab Technology (MMLT) shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in a recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance in theory, practical and clinical classes which are mandatory (As per university rules).

7. ELIGIBILITY FOR ADMISSION:

For admission, candidate should have passed full time regular Bachelor's in Medical Laboratory Technology (BMLT) from any recognized university with minimum 50% aggregate. In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules.

Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BMLT for appearing in the entrance exam.

8. DURATION OF COURSE:

The duration of the certified study for the Master's in Medical Lab Technology (MMLT) shall be full time regular course and its duration shall extend over a period of two continuous academic Years on a full time basis for the award of the degree. The student for the award of the MMLT degree shall have to qualify in all papers prescribed for the MMLT course within a period of FOUR years from the date he/she joined the course or as per University Policy

9. MEDIUM OF INSTRUCTION:

English will be the medium of instruction for the subjects of study and for the examination of the MMLT course

10. ATTENDANCE REQUIREMENT FOR EXAMINATION:

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MMLT course.

Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year or as per University Policy. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He /She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

11. CONDONATION OF ATTENDANCE:

Dean / Principal of the college are empowered to condone 10% of attendance on valid grounds.

12. ADMISSION TO UNIVERSITY EXAMINATION OF MMLT COURSE:

The candidate admitted in an academic year will be registered to take up their University Examination after completion of two academic years.

Subject of first year MMLT College / Institutional examinations' Medical Hematology (Review of the introduction and basic aspects), Medical Histopathology (Review of the introduction and basic aspects); Medical Microbiology (Review of the introduction and basic aspects), Medical Biochemistry (Review of the introduction and basic aspects), Molecular Biology and Applied Genetics, Instrumentation, Biostatistics, Clinical Pathology & Miscellaneous will be common subjects for all the students.

Subject in Second Year MMLT will be as per the elective specialization (**Medical Hematology, Medical Histopathology, Medical Microbiology and Medical Biochemistry**)

13. COMMENCEMENT OF THE EXAMINATION:

There shall be two university examinations Main and Supplementary examination as per university notification every academic year for MMLT For MMLT course (which is of two years duration), the University examination will be held at the end of second year only. However, at the end of first academic year, Internal examination will be conducted at the college level itself and the result has to be sent to the University as per the scheduled notification. (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at JNCT Professional University, Bhopal subject to passing in first year internal examination conducted at college/ institution level.

14. TEACHING DAYS IN AN ACADEMIC CALENDAR / ADMISSIONS:

The admissions of students into various programs should be completed by 30th November. There shall be 240 minimum teaching days in one academic year.

15. DISSERTATION / THESIS:

Every candidate pursuing MMLT degree course is required to carry out work on a selected research Project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of dissertation. The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions. Every candidate shall submit to the Registrar of university in the prescribed Proforma synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopses of Dissertation have to be approved by the Institutional Ethical Committee. No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and held responsible in correctly directing the candidate in the methodology and not responsible for the outcome and results. The dissertation should be written under the following headings.

1. Introduction
2. Aims & objectives of study
3. Review of literature
4. Material and methods
5. Results
6. Discussion
7. Conclusion
8. References
9. Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69") and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Four copies of dissertation thus prepared shall be submitted to the Registrar, three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential pre condition for a candidate to appear in the university examination. The dissertation shall be valued by the evaluator (Examiners) apart from the guide out of which one is external outside the university. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to appear in the university examination.

16. For other provision which is not covered in this curriculum & syllabus will be applicable as per the university ordinance.
17. **Passing Marks of Examination:**
 - 17.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately. For theory paper the internal assessment marks and theory examination marks will be counted.
 - 17.2 The candidate should pass separately in two heads i.e in Theory and also in Practical (with 50% marks).

- 17.3. The candidate has to pass separately in each subject in internal assessment examination (with 50% marks). In order to be eligible to appear in university examinations.
- 17.4. The grace marks shall be allowed according to the University Policy.
- 17.5. Regarding Grace Marks it was decided that total weightage of grace marks would be 5 (five), and that grace marks can be split between the subjects. There will not be any grace marks for the Practical examination.
- 17.6. Grace marks will not be added to total marks of the candidate. In Supplementary examination also similar pattern of grace marks will be followed.
18. After completion of two academic years of studies he/she shall not have any privileges of a regular student.
19. Successful candidate who obtain 60% or more of the aggregate marks in Part-I and Part- II examination taken together shall be placed in the first division and those who obtain 50% or more but less than 60% shall be placed in the second division.
20. A successful candidate of the MMLT Part-I and Part- II examination shall be awarded degree in following nomenclature:
- MMLT in MEDICAL HEMATOLOGY
 - MMLT in MEDICAL HISTOPATHOLOGY
 - MMLT in MEDICAL MICROBIOLOGY
 - MMLT in MEDICAL BIOCHEMISTRY

21. SCHEME OF EXAMINATION:**MMLT-I YEAR (Common for all Specializations)**

Institutional examination as per university notification.

S.No	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
		I	II						
1.	Medical Hematology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
2.	Medical Histopathology (Review of the introduction andbasic aspects)	70	30	100	50	60	40	100	50
3.	Medical Microbiology (Review of the introduction and Basic aspects)	70	30	100	50	60	40	100	50
4.	Medical Biochemistry (Review of the introduction and Basic aspects)	70	30	100	50	60	40	100	50
5.	Molecular Biology and Applied Genetcs	70	30	100	50	-	-	-	-
6.	Instrumentation, Biostatics, Clinical Pathology & Miscellaneous	70	30	100	50	-	-	-	-
Total Max. Marks				600				400	

N.B. – There shall be institutional / college level examination as per university notification, marks to be sent to university

MMLT-II YEAR = SPECIALIZATION: MEDICAL HEMATOLOGY

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1	Medical Hematology—I	70	30	100	50	60	40	100	50
2	Medical Hematology—II	70	30	100	50				
3	Medical Hematology—III	70	30	100	50				
4	Project Work		-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

SPECIALIZATION: MEDICAL HISTOPATHOLOGY

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1	Medical Histopathology-I	70	30	100	50	60	40	100	50
2	Medical Histopathology-II	70	30	100	50				
3	Medical Histopathology—III	70	30	100	50				
4	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

SPECIALIZATION: MEDICAL MICROBIOLOGY

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1	Medical Microbiology-I	70	30	100	50	60	40	100	50
2	Medical Microbiology—II	70	30	100	50				
3	Medical Microbiology—III	70	30	300	50				
4	Project Work					100		100	50
Total Max. Marks				300		Total Max. Marks		200	

SPECIALIZATION: MEDICAL BIOCHEMISTRY

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1	Medical Biochemistry-I	70	30	100	50	60	40	100	50
2	Medical Biochemistry-II	70	30	100	50				
3	Medical Biochemistry-III	70	30	100	50				
4	Project Work		-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SCHEME OF EXAMINATION FOR MMLT COURSE MMLT-II YEAR
SPECIALIZATION: MEDICAL HEMATOLOGY**

S.No	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Hematology -I	70	30	100	50	60	40	100	50
2.	Medical Hematology -II	70	30	100	50				
3.	Medical Hematology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

Pattern of Examination (Theory) for Maximum Marks; 70 will be as under for all papers in MMLT- II Year

No. and Type of Questions	Marks for each Question	Total Marks
5 Very short answer Questions; <i>Answer to be given in 50-60 words</i>	02	10
3 Short answer Questions; <i>Answer to be given in 250-300 words</i>	10	30
2 Essay type Questions; <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		70

SPECIALIZATION: MEDICAL HISTOPATHOLOGY

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Histopathology - I	70	30	100	50	60	40	100	50
2.	Medical Histopathology -II	70	30	100	50				
3.	Medical Histopathology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

Pattern of Examination (Theory) for Maximum Marks; 70 will be as under for all papers in MMLT- II Year

No. and Type of Questions	Marks for each Question	Total Marks
5 Very short answer Questions; <i>Answer to be given in 50-60 words</i>	02	10
3 Short answer Questions; <i>Answer to be given in 250-300 words</i>	10	30
2 Essay type Questions; <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		70

SPECIALIZATION: MEDICAL MICROBIOLOGY

S.N o.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Microbiology-I	70	30	100	50	60	40	100	50
2.	Medical Microbiology -II	70	30	100	50				
3.	Medical Microbiology-III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

Pattern of Examination (Theory) for Maximum Marks; 70 will be as under for all papers in MMLT- II Year

No. and Type of Questions	Marks for each Question	Total Marks
5 Very short answer Questions; <i>Answer to be given in 50-60 words</i>	02	10
3 Short answer Questions; <i>Answer to be given in 250-300 words</i>	10	30
2 Essay type Questions; <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		70

SPECIALIZATION: MEDICAL BIOCHEMISTRY

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Biochemistry-I	70	30	100	50	60	40	100	50
2.	Medical Biochemistry - II	70	30	100	50				
3.	Medical Biochemistry - III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

Pattern of Examination (Theory) for Maximum Marks; 70 will be as under for all papers in MMLT- II
Year

No. and Type of Questions	Marks for each	Total Marks
5 Very short answer Questions; <i>Answer to be given in 50-60 words</i>	02	10
3 Short answer Questions; <i>Answer to be given in 250-300 words</i>	10	30
2 Essay type Questions; <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		70

22. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellors shall be final.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL**ORDINANCE NO - 54****BACHELOR IN X-RAY RADIOGRAPHER TECHNOLOGY (BXRT)****3 YEAR DEGREE COURSE****1. AIMS AND OBJECTIVES**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of Radiography Technology.
- 1.1.2 To provide students with an overview of various medical X-Ray and Radiotherapy Procedures.

1.1 OBJECTIVES

- 1.1.1 To impart adequate theoretical and practical knowledge in basic Medical Radiography Technology.
- 1.1.2 To perform routine and special Radiography Techniques.
- 1.1.3 To introduce quality control system in Radiography.

2. COURSE STRUCTURE

- 2.1 The Bachelor Degree in X-Ray Radiographer Technology (BXRT) of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of X-Ray Radiographer Technology, in short BXRT.
- 2.2 Duration of the course : The Bachelor of X Ray Radiographer Technology is a three year regular degree course, named below
 - 2.2.1 BXRT – I year
 - 2.2.2 BXRT – II year
 - 2.2.3 BXRT – III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BXRT. course shall have to complete the course within the maximum permissible duration of 6 years, from the date of admission or as per University Policy.

3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:

- 3.1 Admission to the First year-in Bachelor in X-Ray Radiographer Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board / Council / University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on / before 31st December of the concerned academic year.
- 3.4 Selection Criteria: The admission in BXRT - First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University / any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

4. COMMENCEMENT OF COURSE:

The course shall be commencing from the month of August of every academic year.

5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year)

The medium of Instruction and Examination shall be English throughout the course of the study.

5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the study. However only Dean / Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per University Policy

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus.

5.2 Sessional Examinations

Three Sessional Examinations shall be conducted for each subject, separately for theory and practical

5.3 Internal Assessment

The internal assessment for each subject of each academic year shall carry 100 marks.

5.4 University Examination; Theory & Practical**5.4.1 Written Examination**

5.4.2 There shall be 2 University Examination in a year. Main examination in May / June and Supplementary Examination (II examination) in October / November. The succeeding examination shall be held within 6 months.

5.5 Appointment of the Examiners / Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters / Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject / Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

5.6 Criteria for Passing

In each subject / head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject / head for the passing

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing in the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his / her successful attempt in annual University examination. There shall be Divisions as follows.

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first five candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided candidates to passing in the First attempt.

5.8 Three month Compulsory Rotatory X-Ray Radiography Training

For BXRT III year students, three months Compulsory Rotatory Radiography Training shall be compulsory as a part of partial completion of the course. The training shall be under taken in any of Radiography center.

For this exercise the students may require to spend three months in rotation with at-least four following labs.

1. X-Ray Lab
2. Radiotherapy Lab C.T. Imaging Lab
3. M.R.I. Imaging Lab

The Laboratory training should cover the following terms:

The recognized laboratory shall require experts with BXRT qualification, for the guidance of the students Student: Technician ratio will be 5:1.

1. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.

2. Minimum 50-70 hrs is mandatory for each of the above mentioned Laboratories
3. Student should obtain Training, Completion Certificate with the duration from the concerned Hospital / Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
4. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD.

6. **GRACE:**

The Grace marks shall be allowed according to the University Policy.

7. **REVALUATION / RE-TOTALING:**

- 7.1 Student may apply for Re-evaluation and/or Re totaling of the answers sheet of the appeared subjects; post result for any doubt in the marks obtained on the following criteria

7.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, with in stipulated time, as prescribed by the University.

8. **CANCELLATION OF ADMISSION:**

- 8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the institution, if:
- 8.1.1 He / She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
 - 8.1.2 He / she is found to have produced false / forged documents or Found to have used unfair means to secure admission.
 - 8.1.3 He / She is found involved in serious breach of discipline in the institution or in the University campus.

Note: Other rules regarding conduct of Examination/ Scheme and Syllabus may be amended / modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

9. SCHEME OF EXAMINATION**9.1 Scheme of Teaching Schedule (for each academic year)**

Subject	Theory Min.Hrs.	Practical Min.Hrs.	Clinical/ Lab Posting	Total Hrs.
<u>FIRST YEAR</u>				
Anatomy and Physiology of Human Body – Part -I	50	-	-	50
Radiographic Photography	50	60	60	170
Basic Radiological Physics	30	15	15	60
Radiation protection & Radiation Prology	25	30	30	85
<u>SECOND YEAR</u>				
Anatomy and Physiology of Human Body – Part -II	50	40	-	90
Radiation Physics including Radiation Protection	40	20	20	80
Basic Radiographic Techniques	30	20	30	80
C.T. imaging techniques & M.R.I. imaging techniques	40	20	40	100
<u>THIRD YEAR</u>				
Radiotherapy Planning & Quality Control.	30	20	30	80
Equipment for Radiodiagnosis including newer development and quality control of C.T.M.R.I. imaging us digital radiography.	40	20	40	100
Special Radiographic techniques includingspecial procedures & investigation in Radiography such as - Angiography, I.V.P Barium – meal studies, Cholungiography Silography, Bronchography etc	40	20	40	100

Digital Radiography Basic principles and compounded Radiography and internal working procedure C.D. Primary of images.	30	15	30	75
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9.2 Question Paper Pattern

The subject having Section A section B and section C with max 100 marks Each Section A,B,C, have the following Pattern		
Question type	No. of Question	Total marks
Very short answer type	10	2X10 =20
short answer type	5	5X10=50
Long answer type	2	2X15=30

9.3 Scheme of Examination

BXRT Ist Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max.	Min.	
1	Anatomy and Physiology of Human Body – Part -I	100	100	200	100	100	50	300
2	Radiographic Photography	100	100	200	100	100	50	300
3	Basic Radiological Physics	100	100	200	100	100	50	300
4	Radiation protection & Radiation Prology	100	100	200	100	100	50	300

BXRT IInd Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max.	Min.	
1	Anatomy and Physiology of Human Body Part -II	100	100	200	100	100	50	300

2	Radiation Physics including Radiation Protection	100	100	200	100	100	50	300
3	Basic Radiographic Techniques	100	100	200	100	100	50	300
4	C.T. imaging techniques & M.R.I. imaging techniques	100	100	200	100	100	50	300

BXRT IIInd Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max	Min.	
1	Radiotherapy Planning & Quality Control.	100	100	200	100	100	50	300
2	Equipment for Radiodiagnosis including newer development and quality control of C.T.M.R.I. imaging us digital radiography.	100	100	200	100	100	50	300
3	Special Radiographic techniques including special procedures & investigation in Radiography such as - Angiography, I.V.P Barium – meal studies, Cholangiography Solography, Bronchography etc	100	100	200	100	100	50	300
4	Digital Radiography Basic principles and compounded Radiography and internal working procedure C.D. Primary of images.	100	100	200	100	100	50	300

10. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL**ORDINANCE NO - 55****BACHELOR OF PHYSIOTHERAPY (BPT) 4 ½ YEAR DEGREE COURSE****1. AIMS AND OBJECTIVES****1.1 AIMS**

- 1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Para-clinical and clinical medical subjects.
- 1.1.2 Proficiency in the diagnosis and skills of basic physiotherapy procedure and techniques with adequate theoretical basis and rationale of allied sciences.
- 1.1.3 To detect and evaluate the anatomical, patho physiological impairments, resulting in dysfunction of various age groups & occupation as well as epidemiological features in the population & arrive at appropriate diagnosis.
- 1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.
- 1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists.
- 1.1.6 To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

1.2 OBJECTIVES

The Objective of the course which is complementary to medicine shall be to allow the students.

- 1.2.1 To acquire adequate Theoretical & practical knowledge in the basic medical subjects.
- 1.2.2 To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- 1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients..
- 1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 1.2.5 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.

- 1.2.6 To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/or primary clients.
- 1.2.7 To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- 1.2.9 To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- 1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

2. COURSE STRUCTURE

2.1 The Degree in Physiotherapy of 4 ½ years (Four academic years and Six months internship) course here in after called 4 ½ year degree course shall be designated as Bachelor of Physiotherapy, in short BPT.

2.2 Duration of the course: The Bachelor of Physiotherapy (BPT) is a Four & Half year (including internship) regular degree course, named below:

- i. BPT – I year
- ii. BPT- II year
- iii. BPT- III year
- iv. BPT-IV year

After successful completion of BPT IV year, the student shall require to complete Six months Compulsory Rotatary internship Program.

2.3 Each academic year shall consist of 240 teaching days

2.4 Compulsory Rotatary Internship shall be not less than 6 months.

2.5 The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission.

3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent

examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 45%.

3.2 The candidate should have completed minimum of 17 years of age on/before 31st December of the Concerned academic session.

3.3 Selection Criteria: The admission in BPT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency

3.4 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

4. COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year

5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English/Hindi throughout the course of the study.

5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical

5.3 Internal Assessment

The internal assessment for each subject (In Theory and Practical separately) of each academic year shall carry 20 marks in theory and 20 marks in practical, separately

5.4 University Examination; Theory & Practical

5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the Four years respectively
- b. There shall be 2 University Examination in a year: Main examination in May / June and supplementary Examination (*II examination*) in October/ November. The succeeding examination shall be held within 6 months.

5.5 Appointment of Examiners / Question Paper Setter

The appointment of examiner for the University. Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with –minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject /head of the department with minimum 3 years of teaching experience. Shall be the Internal Cum-convenor examiner for the examinations

5.6 Criteria for Passing In each subject/head (Theory and Practical);

- 5.6.1 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal assessment and Practical plus Internal Assessment examination.

5.6.2 Each theory paper and practical will be treated as separate Subject/ head for the passing.

5.6.3 The student shall carryover two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt In annual University Examination,

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt,

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in the first attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

6. REVALUATION /RE-TOTALING

6.1 Student may apply for revaluation and / or re-totalling of the answer sheet of the appeared subject, post result for the any doubt in the marks obtained on the following criteria.

6.1.1 Student may go- for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously within stipulated time, as prescribed by the University.

7. COMPULSORY ROTATARY INTERNSHIP:

- 7.1 There shall be Six months of Internship after the Final year examination, for the candidate who declared passed the examination in all the subjects. Internship should be Rotating and Compulsory for all the students.
- 7.2 Internship should be done in minimum 100 bedded specialty hospitals in various specialities.
- 7.3 Hospital must have Physiotherapy OPD with qualified Physiotherapist to guide the students.
- 7.4 The Internship shall cover the clinical branches; concerned with Physiotherapy such as Orthopedics, Cardia-respiratory Medicine & Surgery including ICU, Neurology, Neurosurgery, Pediatrics, General Medicine, General Surgery, Obstetrics and Gynecology both In-patient and Outpatient services.
- 7.5 Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- 7.6 Any absenteeism, misconduct, poor performance etc. may require the extension of the program on recommendation of the HOD.
- 7.7 Student shall obtain Internship Completion Certificate from the concerned hospital with the specialty and the hours of program. Same should be submitted to the institute for the Six months Internship Completion Certificate.
- 7.8 Candidate shall be awarded with the Degree certificate only after the successful completion of the Compulsory Six months Rotatary Internship.
- 7.9 The 6 months of Rotational Internship shall be covered in the following pattern:

S.NO	Department	Period
1	Physiotherapy & Rehabilitation Medicine OPO (including Pediatrics to Geriatrics cases)	1 month
2	Orthopedic wards and OPO	1 month
3	Neurology and Neurosurgery wards (including Neuro ICU) and OPD	1 month
4	Cardio-respiratory Medicine & Surgery ward and OPD	1 month

5	General Medicine and Pediatric wards (including NICU and ICCU) and OPD	1 month
6	General Surgery wards (including Burns, OBG)	1 month

7.10 Issue of internship Completion Certificate: Every candidate, after successful completion of Six months Rotatory Internship shall be eligible for Internship Completion Certificate, issued by HOI.

8. CANCELLATION OF ADMISSION

8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- 8.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 8.1.2 He/ She is found to have produce false / forged documents or found to have used unfair means of secure admission.
- 8.1.3 He/she is found involved in serious breach of discipline in the institute or in the university campus.

9. SCHEME OF COURSE/EXAMINATION

9.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min hrs	Practical Min Hrs	Clinical Lab Posting	Total Hrs
First year				
Human Anatomy	140	60	-	200
Human Physiology	140	60	-	200
Fundamental of Physics, Biomechanics & Biomechanical Modalities	80	-	-	80
Fundamental of Medical Electronics & principles of Bioelectrical Modalities	80	-	-	80
Psychology & Sociology	60+60	-	-	120
Second Year				
Pathology & Microbiology	60+60	-	-	120
Biochemistry & Pharmacology	60+60	-	-	120
Medicine including Pediatrics & Geriatrics	100	20	30	150
General Surgery, Obstetrics & Gynecology	100	20	30	150

Exercise therapy including yoga	100	100	-	200
Electrotherapy	100	100	-	200
Third year				
Neurology including Psychiatry & Neurosurgery	120	20	40	180
Orthopaedics	100	20	30	150
Applied Biomechanics & Kinesiology	100	-	-	100
Physiotherapeutic in Neurology & Neurosurgery	120	100	30	250
Physiotherapeutic in Orthopaedic Conditions	120	100	30	250
Physical Evaluation, Diagnosis & Prescription	120	80	-	200
Fourth year				
Community PT, Rehabilitation & Disability prevention	60+60	-	40	160
Research methodology & Biostatistics	100	-	-	100
Cardiothoracic diseases and surgeries	100	-	-	100
Physiotherapeutic in General & Cardiothoracic Conditions	120	80	60	260
Sports Physiotherapy	120	80	60	260
PT Ethics, management & Administration ** NUES	-	-	-	-
Project Work**NUES	-	-	-	-

NUES- Non University Exam subject

9.2 Question Paper Pattern

No. & Type of Question	Marks for each question	Total Max. Marks
10 Very Short Answer Questions (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions (Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
		100

No. & Type of Question	Marks for each	Total Max. Marks
05 Very Short Answer Questions (Answer to be given in 50-60 words)	02	10
02 Short Answer Questions (Answer to be given in 250-300 words)	8	16
01 Essay Type Questions (Answer to be given in 450-500 words)	14	14
		40

9.3 Scheme of Examination

FIRST YEAR B.P.T. EXAMINATION

S. No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Human Anatomy	20	20	100	20	40	200
2	Human Physiology	20	20	100	20	40	200
3	Fundamental of Physics, Biomechanics & Biomechanical Modalities	20	20	100	20	40	200
4	Fundamental of Medical Electronics & principles of Bioelectrical Modalities	20	20	100	20	40	200
5	Psychology & Sociology	20	—	80	—	—	100
Total Max. Marks							900

SECOND YEAR B.P.T. EXAMINATION

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Pathology & Microbiology	20	—	80	—	—	100
2	Biochemistry & Pharmacology	20	—	80	—	—	100
3	Medicine including Pediatrics & Geriatrics	20	—	80	—	—	100

4	General Surgery, Obstetrics & Gynecology	20	—	80	—	—	100
5	Exercise therapy including	20	20	100	20	40	200
6	Electrotherapy	20	20	100	20	40	200
Total Max. Marks							800

THIRD YEAR B.P.T. EXAMINATION

S.N.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Neurology including Psychiatry & Neurosurgery	20	—	80	—	—	100
2	Orthopaedics	20	—	80	—	—	100
3	Applied Biomechanics & Kinesiology	20	—	80	—	—	100
4	Physiotherapeutic in Neurology & Neurosurgery	20	20	100	20	40	200
5	Physiotherapeutic in Orthopaedic Conditions	20	20	100	20	40	200
6	Physical Evaluation, Diagnosis & Prescription	20	20	100	20	40	200
Total Max. Marks							900

FOURTH YEAR B.P.T. EXAMINATION

S. No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Community PT, Rehabilitation & Disability prevention	20	—	80	—	—	100
2	Research methodology & Biostatics	20	—	80	—	—	100
3	Cardiothoracic diseases and surgeries	20	—	80	—	—	100
4	Physiotherapeutic in General & Cardiothoracic Conditions	20	20	100	20	40	200
5	Sports Physiotherapy	20	20	100	20	40	200
6	PT Ethics, management & Administration ** NUES	—	100	—	—	—	100
7	Project Work ** NUES	—	100	—	—	—	100
Total Max. Marks							900

Minimum 50% passing marks required in theory and internal assessment as well as in practical & viva – Voce.

10. GENERAL

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL
ORDINANCE NO - 56
MASTER OF PHYSIOTHERAPY (MPT)

1. PROMULGATION:

MPT / Master of Physiotherapy is a post graduate Physiotherapy Degree Course that shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in an affiliated and recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance and clinical posting allotted.

2. TITLE AND COMMENCEMENT:

Master Degree Program in physiotherapy (MPT) from JNCT Professional University, Bhopal shall offer seven specialties & the Respective Degree shall be called as follows-

Master Degree Program	Specialty
Master of physiotherapy (MPT)	Orthopaedic Physiotherapy
Master of physiotherapy (MPT)	Neurological physiotherapy
Master of physiotherapy (MPT)	Cardio respiratory Pulmonary Physiotherapy
Master of physiotherapy (MPT)	Sports Physiotherapy
Master of physiotherapy (MPT)	Geriatric Physiotherapy
Master of physiotherapy (MPT)	Gynaecology Physiotherapy
Master of physiotherapy (MPT)	Paediatric Physiotherapy

3. COURSE OUTLINE:

The Master Degree in Physiotherapy is a two-year program consisting of classroom teaching, self-academic activities and clinical Posting.

- 3.1 In the first year, theoretical basis of specialty physiotherapy is refreshed along With research methodology and biostatistics. The students are posted in their Area clinical expertise specialty during this period. They are required to choose Their study for dissertation and submit and submit a synopsis within 4 months From the date of starting the college.
- 3.2 During the second year the student will be posted in their area of specialty. They Are required to complete and submit their dissertation. The learning program Includes seminars, journal reviews, case presentations, case discussion and Classroom teaching. Some of the clinical posting are provided are other reputed centres in the country in order to offer a wider spectrum of experience. The students are encouraged to attend conference, workshop to enhance their knowledge during the course of study. University examinations are held at the end of the second year.

4. GOALS OF COURSE:-

- 4.1 To set the standard in the said discipline, to enable autonomous practice as a Specialist & to prepare a post graduate student towards his/her professional autonomy with self regulating discipline at par with global standards.
- 4.2 Formation of base of the professional practice by referral as well as first contact mode using evidence-based practice.
- 4.3 Impartation of research basis in order to validate techniques & technology in practice to physiotherapy.
- 4.4 To imbibe the required skill and professionalism in the students pertaining to Concept to quality care at the institutional as well as the community levels
- 4.5 Inculcation of appropriate professional relationship in multidisciplinary set up, Patient management and co partnership basis
- 4.6 Preparation of student to address problems related to health education and community physiotherapy
- 4.7 Practicing the concept of protection of rights of the community during referrals as well as first contact practice.
- 4.8 Incorporation of concept of management in physiotherapy.
- 4.9 Experience in clinical training and undergraduate teaching partly.
- 4.10 Providing the honest, competent and accountable physiotherapy services to the Community.

5. ELIGIBILITY FOR ADMISSION OF STUDENTS:

- 5.1 Master of physiotherapy course shall be open to those who have passed 10+2(Physics, Chemistry, English & Biology) and full time Bachelor of Physiotherapy BPT degree from institutions any recognized university where the mode of Study is a full time regular program, with minimum 4½ years duration (Including 6 months of compulsory rotating internship in Physiotherapy) from JNCT Professional University, Bhopal or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate.

In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules. Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BPT for appearing in the entrance exam. The candidate selected as per his/her merit cum preference for particular subject has to join the course on the date of course commencement as notified on University website.

5.2 Eligible candidate should apply to JNCT Professional University, Bhopal with the Following documents along with the prescribed fee

- B.P.T./B.P.Th./B.Sc (PT) provisional / Degree certificate issued by the respective university.
- Mark sheet of all the university examination passed.
- Completion of internship certificate.
- Bonafide and character certificate from the Head of Institution last attended.
- Leaving / Transfer certificate from the Institution last attended.
- Physical fitness certificate from a registered Medical Practitioner.
- Proof of SC/ST or category -1 as the case may be.
- A candidate migration certificate who has been admitted to postgraduate course should register his/her name in the University within a month of admission after paying the registration fee.

6. COMMENCEMENT OF CLASSES:

The date of classes will be communicated to the candidates at the time of counselling similar shall be notified at SAU website. Candidate will be required to be present in the campus and report to the Head of the college for inaugural address so that they are aware of the various requirements, facilities structures and orientation of the Department and the university.

7. DURATION OF COURSE:

The duration of the certified study for the Master of physiotherapy shall be full time regular course and its duration shall extend over a period of two continuous academic year's on a full time basis for the award of the degree. The student for the award of the MPT degree shall have to qualify in all papers prescribed for the MPT course within a period or FOUR Years from the date He / She joined the course.

8. MEDIUM OF INSTRUCTION:

English will be the medium of instruction for the subject of study and for the examination of the MPT course.

9. COURSE OF STUDY:

The course of the study, subjects and teaching schedule for I & II year MPT is shown separately in table 1 and 2.

TABLE 1
MPT PART 1(First 12 Months)

S.NO	SUBJECT		TEACHING HOURS		
			Theory	Clinical/ Practical	Total
1	1a	Basic Medical Science	100	75	175
	1b	Principles of Physiotherapy Practice	50	75	125
2	2a	Biomechanics	100	75	175
	2b	Kinesiology	100	75	175
3	3a	Research Methodology & Biostatistics	100	-	100
	3b	Educational Technology	50	-	50
4	Exercise Physiology and Nutrition		175	50	225
5	Clinical training		-	650	650
6	Seminar, Journal Club, Teaching Skills, C Presentation, Field Works etc		-	150	150
Total					1825

TABLE 2

MPT PART 2 (13th to 24th Months)

S.NO	SUBJECTS	Teaching Hours		
		Theory	Clinical/ Practical	Total
1	Physical diagnosis and Rehabilitation	175	175	350
2.	Elective-I*	150	100	250
3	Elective-II**(Advanced Therapeutics)	150	100	250
4	Dissertation	-	150	150
5	Clinical Training	-	650	650
6	Seminar, Journal Club, Teaching Skill Case Presentation, Field Works etc.	-	150	150
Total				1800

Elective-I*: Subjects-

- M.P.T. Orthopaedic Physiotherapy.
- M.P.T. Neurology Physiotherapy.
- M.P.T. Cardio respiratory Cardio respiratory Physiotherapy.
- M.P.T. Sports: Sports Physiotherapy.
- M.P.T. Geriatric ,Geriatric Physiotherapy.
- M.P.T. Obstetrics & Gynaecology Obs.& Gynaecological Physiotherapy.
- M.P.T. Paediatric: Paediatric Physiotherapy.

Elective-II: Subjects-(Advanced Physiotherapy)**

M.P.T. Orthopaedic: Advanced Physiotherapeutic in Orthopaedic Physiotherapy.

M.P.T. Neurology: Advanced Physiotherapeutic in Neurological Physiotherapy.

M.P.T. Cardio respiratory: Advanced Physiotherapeutic in cardio
respiratory Physiotherapy

M.P.T. Sports: Advanced Physiotherapeutic in sports Physiotherapy.

M.P.T. Geriatric: Advanced Physiotherapeutic in Geriatric Physiotherapy.

M.P.T. Obstetrics & Gynaecology: Advanced Physiotherapeutic in Obs. & Gynaecological Physiotherapy.

M.P.T. Paediatric: Advanced Physiotherapeutic in Paediatric Physiotherapy.

10. MPT COURSE TRAINING METHODS:

10.1 The training of postgraduate for MPT degree shall be both practical & theoretical learning experience on a full time pattern with graded responsibilities in the management and treatment of patients entrusted to his / her care.

10.2 The participation of all the student in all facts of educational process is essential. Every candidate should take part in seminars, group discussion, clinical rounds, care demonstrations, clinics, journal review meeting & CME.

10.3 Every candidate should be required to participate in the teaching and training programs of undergraduate students. Training should include involvement in laboratory experimental work and research studies. MPT course enable an individual to learn the important aspects of the Physiotherapy in various fields.

11. MONITORING PROCESS OF STUDY (INTERNAL MONITORING)

The monitoring is done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment will be done using checklists that assess various aspects.

11.1 Logbook: every candidate shall maintain a logbook and record his / her participation in the training programmes conducted by the department such as general reviews, seminars etc. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the head of the department and Head of the institution and presented in the university examination.

11.2 Periodic Tests: The college may conduct periodic tests. The test may include written theory papers, practical, viva voce and clinical in the pattern of university examination. Records and marks obtained in such test will be maintained by the head of department and sent to the university when called for.

12. ATTENDANCE REQUIREMENT TO APPEAR FOR EXAMINATION:

12.1 No candidate shall be permitted to appear for the examination unless he / she puts 80% of the training during each academic

year of the post graduation course and produces the necessary certificate of study & attendance from head of the institute as per University attendance policy.

12.2 A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination.

He / she will be required to make up the deficit in attendance to become eligible to take subsequent examination.

12.3 Dean / Principal of the college are empowered to condone 10% of attendance on valid grounds. Monthly attendance of students has to be sent to the university every month from the respective affiliated colleges.

13. DISSERTATION / THESIS:

Every candidate pursuing MPT degree course is required to carry out work on a selected research project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation.

Every candidate pursuing MPT degree course is required to carry out work on a selected research project under the guidance of a recognized postgraduate teacher.

The results of such a work shall be submitted in the form of dissertation.

The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions.

Every candidate shall submit to the registrar of university in the prescribed form a synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopsis of dissertation have to be approved by the Institutional Ethical Committee.

No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and hold responsibility in correctly directing the candidate in the methodology and not responsible for the outcome and results.

The dissertation should be written under the following headings.

- Title page
- Certificates
- Acknowledgement
- List of Abbreviation
- Table of Contents
- List of Graphs
- List of Figures
- List of Tables
- Introduction
- Aims and Objectives
- Review of Literature
- Material and Methods
- Results
- Discussion
- Conclusion
- References
- Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4size, 8 27" × 11 69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Five copies of dissertation thus prepared shall be submitted to the Registrar (Evaluation), three months before final examination on or before dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be evaluated by the evaluator (Examiners) apart from the guide out of which one is external. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to take.

14. GUIDE:

14.1 Qualification of Guide: he academic qualification and teaching experience required for recognition by this university is as per the criteria for recognition of MPT teachers for guides.

Criteria for recognition of MPT teacher / Guide

- Five years of teaching experience after Post-graduation as lecturer / assistant professor working on a full time position at a Recognized teaching institute.
- Guide should be of same elective to student.
- The age of Guide / Teacher shall not exceed 65 years.
- The guide student ratio should be 1.5.

14.2 Change of Guide: In the event of registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the university.

14.3 Candidate cannot be left without guide for more than 3 months total during their Post-graduation study. (i.e. in the event of resignation of guide colleges should Appoint the guide within 3 months as per the essential criteria of guide) or as Prescribed by University / Government.

15.0 EXAMINATION:

15.1 Schedule of Examination: the candidate admitted in an academic year will be registered to take up their University Examination after completion of two academic years. Subject of first year MPT college / Institution examination; Basic Medical Sciences & Principles of Physiotherapy Practice, Biomechanics & Kinesiology, Research Methodology & Biostatistics and Educational Methodology, Exercise Physiology & Nutrition Subjects in second year University Examination will be as per the elective Specialization (Orthopaedics / Neurology / Cardio respiratory / Sports / Geriatrics / Gynaecology / Paediatric) Physical Diagnosis & Rehabilitation which Will be common subjects to all the students.

* Advanced Physiotherapeutic would be additional elective subject as per specialization.

15.2 Essentiality to appear in Exam:

15.2.1 Candidate must be having attendance as described.

15.2.2 Dissertation submitted by student must be accepted by authority.

15.3 Commencement of the Examination: There shall be two university examinations: Main and Supplementary examination as per university notification every year Academic year for MPT Final year candidates only. For MPT course (which is of two years duration). The University examination will be held at the end of second year only. However, at the end of first academic year. Internal examination will be conducted at the college level itself and the result has to be sent to the university as per the scheduled notification. (These marks will be included in the final transcripts), and the students are eligible to appear their final year examination at SAU, subject to passing in first year internal examination conducted at college / institutional level.

15.4 Working days in an academic Calendar / Admissions: The admission of students into various programs should be completed as per statutory body guidelines. There shall be 240 minimum teaching days in one academic year.

15.5 Scheme of Examination: The exam of Master in Physiotherapy will be taken by theory, Practical & Viva-voce.

MPT 1st Year (Common for All Candidates): Institutional /Examination as per University Notification			
Paper	Subject	Max. Marks	Minimum passing Marks
Paper 1	Basic Medical Sciences & Principles of Physiotherapy Practice	100	50
Paper 2	Biomechanics & Kinesiology	100	50
Paper 3	Research Methodology & Biostatistics and Educational Methodology	100	50
Paper 4	Exercise Physiology & Nutrition	100	50
Total Max. Marks		400	

(There shall be institutional /college level theory examination as per university Notification, Marks to be send to university)

MPT 2nd /Final Year University Examination						
Paper	Subject	Written	Practical	Viva	Total	
Paper 1	Physical diagnosis & Rehabilitation	100	100	50	250	
Paper 2	Elective-I*	100	100	50	250	
Paper 3	Elective-II** (Advanced Physiotherapeutic)	100	-	-	100	
	Dissertation	-	-	100	100	
Total Max. Marks					700	

Note – Viva marks will be added in practical marks; candidate have to get Min 50% marks i.e. 75 marks in practical and viva collectively for passing the Practical examination.

Elective-I*: Subjects – (Clause-9)

Elective-II:Subjects (Advanced Physiotherapy) – (clause-9)**

15.6 Passing Marks of Examination:

15.6.1 The passing marks of examination would be 50% for each subject and also in total marks obtained the candidate has to pass in theory and practical examination separately for theory 50% passing marks separately.

15.6.2 The candidate should pass separately in two heads i.e. in Theory and Practical /viva (with 50% marks).

15.6.3 The candidate has to pass separately in each subject in internal Assessment examination (with 50% marks) in order to be eligible to appear in university examinations.

15.6.4 The grace marks shall be allowed according to the university Policy.

15.7 **Supplementary Exam:** A candidate will have to reappear to the whole examination including theory & practical during the supplementary examination. Supplementary examination can be conducted after 6 months of the main examination..

15.8 After completion of two academic years of studies he/she shall not have any privileges of a regular student.

16.0 DECLARATION OF CLASS :
A Successful candidate-

16.1 Who secure 75% and above in the aggregate marks shall be declared to have Secured 'FIRST CLASS WITH DISTINCTION' Provided he/she passes the Whole examination in the FIRST ATTEMPT

16.2 Who secure above 60% & Less than 75% in the aggregate marks shall be Declared to have passed the examination in the 'FIRST CLASS', Provided He/ she passes the whole examination in the FIRST ATTEMPT.

16.3 Who secure above 50% & less than 60% in the aggregate marks shall be Declared to have passed the examinations in the 'SECOND CLASS', Provided he/ she passes the whole examination in the FIRST ATTEMPT.

16.4 All other successful candidate who passed the examination in more than first /one attempt shall be declared to have PASS CLASS; irrespective of percentage of marks secured.

17.0 A SUCCESSFUL CANDIDATE OF THE M.P.T. PART-I AND PART-II EXAMINATION SHALL BE AWARDED DEGREE IN FOLLOWING NOMENCLATURE:

17.1 M.P.T. In Orthopaedic Physiotherapy.

17.2 M.P.T. In Neurological Physiotherapy.

17.3 M.P.T In Cardio respiratory Physiotherapy.

17.4 M.P.T. In Sports Physiotherapy.

17.5 M.P.T. In Geriatric Physiotherapy.

17.6 M.P.T. In Gynaecology Physiotherapy.

17.7 M.P.T. In Paediatric Physiotherapy.

18. GENERAL:

Not with standing anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event differences of interpretation , the vice chancellor may take a decision after obtaining , if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions /

Constituent Collège / schools. The decision of the vice Chancellor shall be final.

PARTICULARS OF THEORY QUESTION PAPERS AND DISTRIBUTION OF MARKS

A written examination consisting of 4 question papers each of three hours duration & each Paper carrying 100 marks Particular of Theory question paper & distribution of marks are shown below :

PATTERN OF MODEL QUESTION PAPER FOR MPT EXAMINATION:

➤ MPT Theory : Maximum Marks:100

No. & Type of Question	Marks for each question	Total Max. Marks
10 Very Short Answer Question (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions (Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
Total		100

19. MPT Practical / Clinical :

150 Marks

Note : All cases for clinical examination should be on patients & not on model

Practical-I + Viva-voc = 1×100	= 100 Marks	Viva Voce =
50 Marks		
Practical-II + Viva-voc = 1×100	= 100 Marks	Viva Voce =
50 Marks		
[Marks Entry Practical / Clinical 50 Marks]	= 100 Marks	Viva Voce =

20. PARTICULARS OF PRACTICAL AND VIVA-VOCE

Clinical Examination will be aimed at examination of clinical skills and competence of the candidates for undertaking independent work as a specialist

PRACTICAL / VIVA-VOCE	DESCRIPTION	MARKS ALLOTTED
Practical I	Long case from specialty area to assess investigative, diagnostic skills and patient management skills	100
Viva-voce	5 Spotters and viva from the specialty area	50
Practical II	Major Elective long case aimed at examining clinical skills and competency of the candidate for undertaking independent work	10
Viva-voce	Viva on dissertation / Specialty.	50

21 . PARTICULARS OF VIVA VOCE

Viva-Voce examination shall aim at assessing depth of knowledge, logical reasoning ,confidence & oral communication skills and spotters special emphasis shall be given to dissertation work during the MPT part examination. The marks of viva-voce examination shall be included in the clinical examination to calculate the percentage and declaration of results.

22. EXAMINERS

Practical – I There shall be 2 examiners one of them shall be external outside the zone from the same specialty and the other shall be internal from the same specialty from the same college

Practical – II There shall be 2 examiners one of them shall be external outside the University from the same specialty and the other will be guide assigned to the student from the same college

23. CRITERIA FOR DECLARING PASS IN THE UNIVERSITY EXAMINATION

A candidate shall be declared pass if he / she secure a 50% of marks in theory aggregate and secure a 50% of marks in Practical / Clinical and Viva-voce aggregate.

24. DECLARATION OF CLASS

First class with distinction – 75% & above in aggregate provided the candidate passes the examination in 1st attempt First class- 60% & above in aggregate provided the candidate pass the examination in 1st attempt.

Pass – 50% of maximum marks in theory aggregate and 50% of maximum marks in clinical and Viva-voce aggregate.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL
ORDINANCE NO - 57
BACHELOR OF SCIENCE IN HUMAN NUTRITION (CLINICAL DIETICIAN) 3 YEAR
DEGREE COURSE

1. AIMS AND OBJECTIVES

1.1 AIMS

- 1.1.1 To provide modern and broad education in nutrition and food sciences.
- 1.1.2 To prepare students as professionals to meet the demand of clinical dieticians in various health setup.

1.2 OBJECTIVES,

- 1.2.1 To impart adequate theoretical and practical knowledge as nutritionist/ clinical dietician.
- 1.2.2 To enable the student to have knowledge to detect various nutritional deficits and their cures as well as prevention of the deficits.

2. COURSE STRUCTURE

2.1 The Degree in Human Nutrition of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Science in Human Nutrition (Clinical Dietician), in short B.Sc.HN (Clinical Dietician).

2.2 Duration of the course: The Bachelor of Science in Human Nutrition(B.Sc. HN) is a three year regular degree course; named below;

- a. B.Sc. HN- I year
- b. B.Sc. HN- II year
- c. B.Sc. HN-III year

2.3 Each academic year shall consist of 240 teaching days

2.4 The Student admitted in B.Sc. HN course shall have to complete the course within the maximum permissible duration of 6 year, from the date of admission.

3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 Admission to the First year in B.Sc. in Human Nutrition degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/ Council University with minimum of 40% marks.
- 3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.
- 3.4 Selection Criteria: The admission in B.Sc. HN- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

4. COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year.

5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment or academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

5.1 Attendance

- 5.1.1** Candidates appearing as student for any examination are required to attend 75% of the total lecturer's delivered and (If the practical classes held separately in each subject of the course of the study ..
- 5.1.2** The total lecture and practical shall be conducted as per scheme and syllabus given in Subsequent section.

5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical

5.3 Internal Assessment

The Internal assessment for each subject of each academic year shall carry 100 marks.

5.4 University examination; Theory & Practical

5.4.1 Written Examination

- a.** The Main Examination shall be held on yearly basis for all the three, years respectively.
- b.** There shall be 2 University Examinations a year Main examination in May/ June and Supplementary Examination (II examination) in October / November The succeeding examination shall be held within 6 months

5.5 Appointment of the Examiners / Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1** For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.2** For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ PostGraduate qualification in the concerned subject with minimum 03 years teaching' experience.

5.5.4 The Faculty of the Subject Head of the Department with minimum 03 years of teaching experience shall be, the Internal Cum-Convener examiner for the examinations.

5.6 Criteria for Passing in each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus vivavoce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing. .

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next yearexamination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his / her successful attempt in annual University examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <.60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt

- 5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

5.8 Three Months Compulsory Rotatory Clinical Training

For B.Sc. HN III year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in minimum 100 bedded hospital.

For this exercise the students may require to spend 3 months clinical training in rotation. The training should include various In-patient wards, Dietician Counselling -OPD, Patient Kitchen, etc.

The Clinical training should cover the following terms:

- a. The clinical department should have a qualified dietician, 3 years of Clinical Experience, for the guidance of the students.
- b. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- c. Student should obtain Clinical Training Completion Certificate, with the duration from the concerned Hospital. Same should be submitted to the institute for qualifying III. Year University Examination.
- d. Any absenteeism, misconduct, poor performance etc may require extension of the program on recommendation of the HOD.

6. REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and not re-totalling of the answer sheet of the appeared subject, post result for any doubt in the marks obtained on the following criteria:

- 6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

7. CANCELLATION OF ADMISSION

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if

7.1.1 He / She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ Forged documents or found to have used unfair means to secure admission.

7.1.3 He / She is found involved in serious breach of discipline in the Institution or in the University campus.

8. SCHEME OF EXAMINATION

8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs	Clinical/tab Posting	Total Min. Hrs.
FIRST YEAR				
Basic Nutrition	80	60	-	140
Human Physiology	80	60	-	140
Nutritional Biochemistry	80	60	-	140
Family meal management	80	60	-	140
On the Job training	-	-	100	100
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
SECOND YEAR				
Basic Dietetics	80	60	-	140
Food Microbiology	80	60	-	140
Food Science	80	60	-	140
Personnel Management	80	60	-	140
On the job training	-	-	100	100
* Basic Computer Application	20	40	-	60
THIRD YEAR				
Community Nutrition	80	60	-	140
Advanced Dietetics	80	60	-	140
Dietetics & Counselling	80	60	-	140

Project Work	-	-	-	40
*Clinical Research Methodology	-	-	-	20
*Clinical Posting	-	-	300	300

8.2 Question paper patterns

SUBJECT HAVING MAXIMUM MARKS 100		
Type of Question	Number of Question	Marks of Each Question
Essay Type	4 (Any 4 out of 5)	20X4=80
Short Answer Type	4 (Any 4 out of 5)	5X4 = 20

8.3 Scheme of Examination

Subject	Theory	Internal Assessment	*Min Theory + Internal Assessment	Practical & Viva	*Min. Practical
First year					
Basic Nutrition	100	100	100	100	50
Human Physiology	100	100	100	100	50
Nutritional Biochemistry	100	100	100	100	50
Family Meal Management	100	100	100	100	50
On the Job training	-	-	-	100	50
Second Year					
Basic Dietetics	100	100	100	100	50
Food Microbiology	100	100	100	100	50
Food Science	100	100	100	100	50
Personal Management	100	100	100	100	50
On the Job training	-	-	-	100	50
Third year					
Community Nutrition	100	100	100	100	50
Advanced Dietetics	100	100	100	100	50
Dietetics & Counselling	100	100	100	100	50
Project Work	-	-	-	300	150

*Minimum 50% passing marks require in the Theory & Internal Assessment as well as in practical & Viva- Voce

ORDINANCE NO - 58
BACHELOR IN PROSTHETICS AND ORTHOTICS (BPO)

1. OBJECTIVES:

At the end of the BPO Course, the learner shall be able:

- 1.1 To assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.
- 1.2 Be competent to take preventive, supportive, corrective and rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics.
- 1.3 To carry out Evidence Based Practice in prosthetics and orthotics.
- 1.4 Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities
- 1.5 Be familiar with the various National policies and acts related to empowerment of Persons with Disabilities
- 1.6 Acquire basic management & administrative skills in the areas of materials, Financial and human resources related to prosthetics and orthotics
- 1.7 Develop the communication skills to establish effective communication with the stake holders
- 1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research.
- 1.9 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies

2. NOMENCLATURE:

BACHELOR IN PROSTHETICS & ORTHOTICS (B.P.O.)

3. PROGRAMME STRUCTURE:**FIRST YEAR**

Course	Title	Theory	Practical Hrs	Total Hrs	Marks Theory	Marks Practic	Total Marks	Credit P
BP0101	Anatomy	120	40	160	100	--	100	
BP0102	Physiology	90	30	120	100	--	100	
BP0103	Workshop Technology & Ma Science	80	20	100	100	--	100	
BP0104	Applied Mechanics & Strength of Materi	80	20	100	100	--	100	
BP0105	Biomechanics I	60		60	100	--	100	
BP0106	Basic Electronics	60	-	60	100		100	
BP0107 /151	• Prosthetic Science -I	80	230	310	100	100	200	
BP0108 /152	• Orthotic Science-I	80	230	310	100	100	200	
	Total	650	570	1220	800	200	1000	

SECOND YEAR

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practic al	Total Marks	Credit Points
BP0201	Pathology	80		80	100	--	100	
BP0202	Orthopaedics, Amputation Surgery & Imaging Science	80	20	100	100	--	100	
BP0203	Community Rehabilitation & Disability Prevention	60		60	100		100	
BP0204	Biomechanics II	70	30	100	100		100	

BPO 205	Psychology & Sociology	60		60	100		100	
BP0206 /251	*Prosthetic Science- II	80	300	380	100	100	200	
BP0207 /252	*Orthotic Science-II	80	300	380	100	100	200	
BPO 208	Pharmacology	60		60	100		100	
	Total	570	650	1220	800	200	1000	

THIRD YEAR

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BP030 1/353	Computer Science & graphical communication	80	120	200	100	100	200	
BP030 2	Bio-Mechanics - III	80		80	100	—	100	
BP030 3	Assistive Technology	80		80	100	-	100	
BP030 4	Research Methodology & Bio Statistics	60	—	60	100	—	100	
BP030 5/351	*Prosthetic Science- III	80	320	400	100	100	200	
BP030 6/352	*Orthotic Science-III	80	320	400	100	100	200	
	Total	460	760	1220	600	300	900	

FOURTH YEAR

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BP0401 /451	*Prosthetics Science-IV	60	160	220	100	100	200	
BP0402 /452	*Orthotic Science-IV	80	160	240	100	100	200	
BP0403	Management & Administration	80	—	80	100	—	100	
BP0453	*Prosthetics Clinical Practice	—	250	250	—	200	200	
BP0454	*Orthotics Clinical Practice	—	250	250	—	200	200	
BP0455	Project Work**	—	180	180	—	100	100	
	Total	220	1000	1220	300	700	1000	

**Joint projects may also be undertaken.

Note:- *All theory & Practical examinations in the discipline of Prosthetics and Orthotics shall be conducted only by the regular appointed Prosthetic and Orthotic Faculty/ Teachers from a teaching institution.

4. **ADEQUACY OF THE SYLLABUS:**

The syllabus prescribed for the B.P.O. is on the basis of minimum requirements and therefore, Institutes implementing the B.P.O programme can exercise flexibility in opting the number of papers without compromising on the adequacy and validity of the contents prescribed by the RCI

5. DURATION OF THE PROGRAMME:

The duration of the programme is of four and half academic years (inclusive of 6 months of internship), which can be completed in a maximum of 6 years from the date of admission to the programme or as per University Policy

6. WORKING DAYS & ATTENDANCE:

The programme will be conducted for at least 200 working days each year exclusive of the period of examination and admission. The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the Institution of all the teachers and student clinician is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.

No student will be allowed to appear in the examination unless she/he has attended at least 75% of total number of classes in theory and 80% in practical or as per University Policy

100% attendance in internship is compulsory.

7. ELIGIBILITY FOR ADMISSION:

7.1 Candidate who has passed 10+2 in science or equivalent with physics, chemistry biology/ mathematics, and English with minimum aggregate 50% marks in PCBE/PCME will be eligible for admission to this course. Relaxation and reservation for SC/ST/OBC/PWD and other categories shall be as per the rules/instructions of the Central Govt /State Govt whichever is applicable.

7.2 Lateral Entry for Diploma in Prosthetics and Orthotics (DPO.) holders

- ✓ Candidates who have passed D.P O. from a RCI recognized institute shall be eligible for admission directly in 3rd year i.e., 5th Semester of B.P.O. Programme.
- ✓ Admissions will be on the availability of the seats with in sanctioned seats by the Council.

- ✓ In-service candidates may be permitted to undergo internship at their parent organization.
- ✓ Admission process as per University norms.
- ✓ All reservations in admission will apply as per Govt rules for aided and Govt. institutions The infrastructure will have to be enhanced as per the seats getting increased under reservation policy.

8. PROGRAMME PATTERN:

The programme has been developed on Annual basis

9. EXAMINATIONS:

As per the respective University norms Minimum passing marks for every subject will be 50% both in theory and practical. Each candidate will be given maximum n+2 attempts to clear the examination whether annual or semester.

10. NATURE OF EVALUATION:

Internal assessment for theory Courses will not exceed 20% and 25% in the practicum wherever applicable or as per respective University norms internal Assessment should be calculated by conducting minimum two class tests, two assignments, examination/practical examination and any other activities implemented by the parent organizations/university Marks of Internal Assessment should be informed to the Students prior to commencement of university examinations.

11. TRANSITORY REGULATIONS:

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/ regulations Candidates not appearing at the examinations or failing in them shall take the examinations subsequently according to the changed syllabus / regulations/as per University norms.

12. AWARD OF DEGREE:

After successful completion of all examinations and internship candidate will be awarded with the degree of Bachelor in Prosthetics and Orthotics (B.P.O.). The said degree will be classified in accordance with the affiliating University norms.

13. CLINICAL PRACTICUM:

The student should be able to meet the following learning objectives:

- ✓ Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing
- ✓ Formulate an optimal prosthetic and orthotic solution using information from the patient assessment, other members of the health care team, medical charts, etc,
- ✓ Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team
- ✓ Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system,
- ✓ Identify, prescribe and Justify selection of appropriate materials and componentry in the fabrication of the prostheses or orthoses,
- ✓ Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting,
- ✓ Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- ✓ Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trim lines.
- ✓ Identify problems related to device fit and /or alignment and be able to suggest and implement appropriate correction.

- ✓ Assess and solve prosthetic or orthotic problems as part of short and long term patient care.
- ✓ Maintain accurate records of patient treatment and follow up as well as confidentiality of such information
- ✓ Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- ✓ Educate the patient /client and/or caregiver on use, care and function of the prostheses or thoses.
- ✓ Understand the methodology of problem identification, problem solving in a Process that includes all stake holders, with the patient at the centre.

14. INTERNSHIP

14.1 Internship is compulsory.

14.2 Duration : 6months

14.3 Eligibility: Internship will start immediately after the declaration of result of final year/ semester & candidate is declared pass in all four years /eight semesters

14.4 Structure and duration of the postings

14.4.1 The place of postings of the students for internship will be decided by the respective institute conducting the course.

14.4.2 Students should spend minimum of 50% period of internship at parent institute and upto 50% period outside the parent institute like hospital set ups, educational set ups, special clinical facilities. Exposure should be for those areas where limited exposure was provided in the parent institute.

14.5 Mode of supervision during internship. Supervision should be provided by a Qualified Prosthetics and Orthotics Professional

- 14.6 Maintenance of records by students: Every student should maintain records of the number of hours of clinical work in different areas and institutions. This should be certified by the head of the department / organization / institution or his/her nominee where the student is undergoing internship.
- 14.7 Extension of internship : Internship shall be extended by the number of days the Student remains absent.
- 14.8 Stipend: As per the norms of the parent Institute.
- 14.9 Grading and evaluation of student: Grading and evaluation should be done by the institute where the candidate is doing internship. The student will be required to repeat those postings in which his/her performance is found unsatisfactory
- 14.10 Certification : The parent institute/affiliating University will award a certificate after successful completion of the internship.
- 14.11 The University shall award the degree certificate only after the successful completion of the internship

15. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

Note : All rules and regulations pertaining to this course may be modify/change/update as per the Current guideline of Rehabilitation Council of India, New Delhi.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL
ORDINANCE NO - 59
MASTER IN PROSTHETICS AND ORTHOTICS (M.P.O.)

1. OBJECTIVES:

- 1.1 Patient Care:** At the end of the MPO Course, the candidates shall be able to
- 1.1.1** Assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.
 - 1.1.2** Be competent to take preventive, supportive, corrective and Rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics
 - 1.1.3** To carry out Evidence Based Practice in prosthetics and orthotics
 - 1.1.4** Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities
 - 1.1.5** Be familiar with the various National policies and Acts related to Persons with Disabilities
 - 1.1.6** Acquire basic management & administrative skills in the areas of materials, financial and human resources related to prosthetics and orthotics

1.1.7 Develop the communication skills to establish effective communication with the stake holders

1.1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research

1.1.8 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies.

1.2 Research: The candidate should be able to

1.2.1 Recognize a research problem.

1.2.2 State the objectives in terms of what is expected to be achieved in the end.

1.2.3 Plan a rational approach with full awareness of the statistical validity.

1.2.4 Spell out the methodology and carry out most of the technical procedures required for the study

1.2.5 Accurately and objectively record on systematic lines the results and observations made.

1.2.6 Analyze the data using appropriate statistical approach.

1.2.7 Interpret the observations in the light of existing knowledge and highlight in what ways the study has advanced existing knowledge on the subject and what remains to be done.

1.2.8 Draw conclusions which should be reached by logical deduction and he/she should be able to assess evidence both as to its reliability and its relevance

1.2.9 Write a thesis in accordance with the prescribed instructions.

12.10 Be familiar with the ethical aspects of research.

1.3 Teaching: He/she should be able to plan educational programs in Prosthetics and Orthotics in association with his senior colleagues and be familiar with the modern methods of teaching and evaluation

The candidate should be able to:-

1.3.1 Deliver lectures to undergraduates and hold clinical demonstrations for them.

13.2 Write and discuss a seminar or a symposium and critically discuss it with his colleagues and juniors.

1.3.3 Methodically summarize internationally published articles according to prescribed instructions and critically evaluate and discuss each selected article.

1.3.4 Present cases at clinical conference, discuss them with his colleagues and guide his Juniors in groups in evaluation and discussion of these cases.

2 NOMENCLATURE:

Master of Prosthetics & orthotics (MPO)

3 ADMISSION CRITERIA:

BPO/ B.Sc. (P&O) degree or equivalent from any recognized University in India with minimum 50% marks.

4 MEDIUM OF INSTRUCTION:

The medium of examination shall be English.

5 DURATION OF THE COURSE:

Two academic years.

6 COURSE WORK:

Student to pursue the course as given in the enclosed course curriculum

7 AWARD OF DEGREE:

The respective University on successful completion of the requirements will 'award the degree.

8 CRITERIA OF PASSING:

As per JNCT Professional University, Bhopal Rules.

9 ATTENDANCE:

Each year shall be taken as a unit for purpose of calculating attendance and a student shall be considered to have put in required attendance for the year, if he/she has attended not less than 80% of the number of working periods (lectures, seminars) and 90% of clinics during each year. Failure to put in/meet the required attendance by any student render him/her disqualified to appear in the university examination The candidate who will not be able to take the examination for want of attendance will be declared as Failed and will have to repeat the exam subsequently by putting in required attendance. Shortage of attendance can be condoned in genuine cases of absenteeism as per University Policy.

10 APPEARANCE FOR THE EXAMINATION:

A candidate shall apply for all papers of a year when he/she appears for the examination of that year for the first time.

11 SCHEME OF EXAMINATION:

As per JNCT Professional University, Bhopal Rules.

12 DISSERTATION:

In the first year the students have to prepare the Research proposal (Synopsis) and present the same in the Seminar/Ethics committee for approval at the end of the first year.

In the 2nd year, student will work on a selected topic of dissertation prepared

Under supervision and guidance of recognized faculty and will submit the same at the end of the year. This shall be assessed by one internal and one external examiners for 100 marks in which event the average of marks assigned by both the examiner shall be awarded to the candidate or it shall be assessed as accepted or as rejected with no marks carried there of as per concerned University norms. In the event of discrepancy between internal & external examiners the dissertation will be referred to a third examiner and his/her verdict on the same will be taken as final. The candidates shall submit four copies of dissertation before the commencement of the theory examination of that year. Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final year examination

13 SCHEME OF INSTRUCTION:

- 13.1 There shall be a University examination at the end of each year. The duration of the theory exam is 3 hours
- 13.2 Every theory question paper shall ordinarily consist of five questions with one question for each unit, subject to the concerned universities regulation.
- 13.3 In case of theory papers the continuous evaluation (IA) will be for 20 marks. This covers a maximum of 5 marks for attendance & 15 marks for tests, seminars, assignments etc or as per University norms.
- 13.4 For clinical practicum, continuous evaluation (IA) will be based on performance of the candidate during the year Examination for clinical practicum will be held along with theory papers by the university.
- 13.5 The concerned department shall notify in the first week of each year, scheme of continuous evaluation (IA) for theory & practical or as per University norms.
- 13.6 At least one week prior to the last working day, continuous evaluation (IA) marks secured by the candidates shall be displayed on the notice board.
- 13.7 In case of repeat test/seminar to candidates who absented themselves, matter may be dealt as per University norms.
- 13.8 The statement of continuous evaluation (IA) shall be sent to the Registrar (Evaluation) for both theory and clinical practicum at least one week prior to the commencement of the particular year examination.

14 PRACTICAL'S:

At the end of 1st and 2nd years internal viva voice exam will be earned out for award of internal assessment for clinical work performed throughout the year.

15 BOARD OF EXAMINERS. VALUATION:

15.1 There shall be a Board of Examiners for scrutinizing and approving the question papers and scheme of valuation or as per University rules.

15.2 The examiners for scrutinizing and approving the question papers and scheme of valuation shall be from outside the institution/university or as per University rules.

15.3 Double valuation for the theory; dissertation and the average of the marks awarded by the internal and external examiners shall be taken as the final award or as per University rules.

15.4 In case of 20% or more deviation in the marks awarded by the internal and the external valuer, the scripts shall be referred to the third valuer and his evaluation will be final or as per University rules.

15.5 Grace marks to the candidate will be awarded based on University Policy.

16. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

As per rules of the respective universities .Announcement of result, classes and ranks for the course as a whole will be as per the concerned university regulations.

17. PROVISION FOR REPEATERS:

The provision will be as per the concerned university regulations.

18. MISCELLANEOUS:

Any other issue not envisaged above shall be resolved by RCI/ the Vice Chancellor in consultation with the appropriate body of the University which shall be final and binding.

19. CLINICAL PRACTICUM- The student should be able to meet the following learning objectives.

19.1 Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing

19.2 Formulate an optimal prosthetic and orthotic solution using information from the patient assessment, other members of the health care team, medical charts, etc

19.3 Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team.

19.4 Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system.

- 19.5 Identify, prescribe and justify selection of appropriate materials and componentry in the fabrication of the prostheses or orthoses.
- 19.6 Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting.
- 19.7 Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- 19.8 Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trim lines.
- 19.9 Identify problems related to device fit and/or alignment and be able to suggest and implement appropriate correction.
- 19.10 Assess and solve prosthetic or orthotic problems as part of long term patient care.
- 19.11 Maintain accurate records of patient treatment and follow up as well as confidentiality of such information.
- 19.12 Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- 19.13 Educate the patient /client and/or caregiver on use, care and function of the prostheses or orthoses,
- 19.14 Understand the methodology of problem identification, problem solving in a process that includes all stake holders, with the patient at the centre.

M.P.O - 1st Year

COURSE CODE	TITLE	THEORY HRS	PRACTI CAL	TOTAL HRS	MARKS THEORY	MARKS PRACTICAL	TOTAL MARKS	CREDIT POINTS
MPOI01	Advance Lower & Clinical Gait Analysis	60	350	410	100	100	200	
MPOI02	Advanced Lower Extremity Prosthetics & Biostatistics	60	350	410	100	100	200	
MPOI03	Research Methodology & Biostatistics	60	---	60	100	—	100	
MPOI04	Mechatronics	60	—	60	100	—	100	
MPOI05	Applied Biomechanics & Kinesiology	60		60	100		100	
	Dissertation		220	220	—	—	—	
	Total	300	920	1220	500	200	700	

Note : 1 Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per candidate is mandatory.

2. There will no examination for dissertation in first year. The candidate will make Research proposal as per the guidance of supervisor and get it approved by Research Review and Ethical Committee.

M.P.O - 2nd Year

COURS ECODE	TITLE	THE ORY HRS	PRACTIC AL	TOTAL HRS	MARKS THEORY	MARKS PRACTI CAL	TOTAL MARK S	CREDIT POINTS
MP0201	Advanced Upper Extremity Prosthetics	60	200	260	100	100	200	
MP0202	Advanced Upper Extremity Orthotics	60	160	220	100	100	200	
MP0203	Advance Spinal Orthotics	60	200	260	100	100	200	
MP0204	Pedagogy in P & O Education & Administ ration, Manageme nt & Ethical Issues	80	—	80	100	—	100	
MP0205	Dissertation		400	400	—	200	200	
	Total	260	960	1220	400	500	900	

Note: Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per Candidate is mandatory

20. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

Note: All rules and regulations pertaining to this course may be Modify / change / update as per the current guideline of Rehabilitation Council of India, New Delhi.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL**ORDINANCE No. 60****Two- Year Diploma in Pharmacy Programme**

[The Central Universities Act, 2009, Section 28 (I) (b)]

Diploma in Pharmacy (D.Pharm.) practical from academic year 2022-23 and onwards.

Program Title: Diploma in Pharmacy

Abbreviation: D.Pharm.

Type of Course: A two years Diploma course

Pattern: Yearly

Award of the Degree: A diploma will be awarded for those passing in both years as per rules and regulations.

1. DURATION OF THE PROGRAM:

The course duration shall be for two academic years, with each academic year spread over a period of not less than one hundred and eighty working days. A student admitted in Diploma in Pharmacy should complete the program of study in four years (total six attempts, i.e., 2 regular + 4 additional attempts six monthly in supplementary examination).

2. ELIGIBILITY FOR ADMISSION:

No candidate shall be admitted to Diploma in Pharmacy Part-I unless he/she had passed any of the following examinations in all the optional subjects and compulsory subjects (Physics, Chemistry, Biology and /or Mathematics including English as one of the Compulsory subjects):

- a) Intermediate examination in Science; The First Year of the three years degree course in Science; 10+2 Examination (Academic stream) in Science.
- b) Pre-degree examination; any other qualification approved by the Pharmacy Council of India as equivalent to any of the above exam.

Admission of candidates to the Diploma in Pharmacy Part-I shall be made in order of merit as per norms of university.

3. ELIGIBILITY FOR APPEARING IN EXAMINATION

- a) Eligibility for appearing at the Diploma in Pharmacy Part-I Examination: Only such candidates who produce certificate from the Head of the Academic Institution in which he/she has undergone the Diploma in Pharmacy Part-I course, in proof of his/her having regularly and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each, shall be eligible for appearing at the Diploma in Pharmacy (Part-I) examination.
- b) Eligibility for appearing at the Diploma in Pharmacy Part-II Examination: Only such candidates who produce certificate from the Head of the academic institution in which he/she has undergone the Diploma in Pharmacy Part-II course, in proof of his/her having regularly and satisfactorily attending not less than 75% of the classes held both in theory and practical's separately in each subject, shall be eligible for appearing at the Diploma in Pharmacy (Part-II) examination.

4. GENERAL

- a) Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II shall include the courses as given in the Tables I & II (Annexure-I). The number of hours devoted to each subject for its teaching is given against columns 4 and 5 of the Tables I & II (Annexure-I). Theory and practical are to be considered as individual courses. D.Pharm. syllabus shall have the following structure in every course.

Scope: These are broader statements on the purpose of the course in the curriculum, key contents of the course that will contribute to the specific knowledge and or skill developments. The teacher is expected to orient the students about the scope of the particular course at the beginning and intermittently.

Course Objectives: The course objectives describe the key topics that are intended by the teacher to be covered in the course. In general, these are more specific than the scope and broader than the course outcomes. The teacher is expected to discuss the objectives of the course with the students and breakdown the course objectives into micro levels as objectives of a specific topic/objectives of a specific lecture, etc. Such an exercise shall make the students to understand the significance of the course/topic/lecture and enhance their attention on the course/topic/lecture.

Course Outcomes: The course outcomes are more specific than the course objectives describe that describe the abilities of the students to perform/act, upon successful completion of the course. Hence, conventionally the course outcomes are described with verbs that are measurable or observable actions. The teacher is expected to describe the desired outcomes of the particular course, so that the students shall understand the various assessment criteria, modalities, and parameters. This also serves as a broader guideline for the teachers for preparing the assessment plan. A well-structured assessment plan associated with the

course outcomes shall enable to mapping with the professional competencies and their attainment levels that are attributed to the program outcomes.

Theory Courses: The theory courses basically provide concepts and explain the relationships between the concepts. Understanding of the theoretical courses enables the students to identify the problems in real life situation and make a plan for addressing such problems. Also, the theory course helps to understand what is not known and thus is the tool for accumulation of knowledge. The syllabus of the theory courses has been systematically and logically described as different chapters and the minimum number of hours to be spent on teaching is mentioned chapter wise and course wise. The teachers shall further distribute the total hour's on any given chapter among the sub-topics as required by the subject matter.

Practical Courses: The practical courses are designed for applying the theoretical knowledge in the given experimental / simulated conditions. The practical courses deepen the understanding of the theories, develop the skills, hone professional competencies, provide opportunities to observe, think and analyses problem solving methods. Further, they help to gain experience with the real things in practice. The teachers shall train the students in actual / simulated practical conditions.

Tutorials: The purpose of the tutorial hour is typically to engage the students in smaller groups in order to pay a closer attention on their learning process. This is an opportunity for the students to complete their assignments, develop specific skills and discuss any problems in the study topics in a less formal way. During the tutorial hour, the students shall exchange their ideas within the small group, and learn to accept constructive criticism and listen to others. Also, the tutorial hour enables the teachers to closely monitor the progress of the individual student and provide additional academic support to individuals, if necessary.

Assignments; The purpose the assignment are to encourage the students for self-directed learning. Further, the assignments will provoke critical thinking; enhance the skill such as literature search, data mining, data interpretation, report formatting, time-management and written communication. This is also a mode of self assessment for the student about the level of understanding of the concepts of a particular course. The teachers shall apply their knowledge and wisdom in choosing the assignment topics at a micro level in alignment with the topics given in the syllabus. The assignments shall be evaluated against a set of criteria. A typical format for the assessment of an assignment is given in Appendix-I.

Field Visits: The purpose of field visits is to provide a real-world experience to the students. The field visits will help them to realize that what they learn within the walls of the classroom/laboratory can help them solve the problems they see in the world around them. Also, this is helpful to the teachers to widen their horizons of knowledge and broadening the scope of the syllabus. Every student shall submit a report describing their objectives, experience, learning points, etc. pertaining to the field trip, in the typical format given in Appendix-2.

Recommended Books: For each course, a list of recommended books is given in the syllabus. The list shall be considered as an important and common resource

for the teaching-learning process, but not the complete list. It is always encouraged to use the latest edition of the books specified. Further, the

Practical Training: The goal of the practical training for the students is to provide a real-time, supervised experience on the professional tasks emphasized in their course of study. Further, it helps teachers and students are encouraged to explore more primary, secondary, and tertiary resources as required. them to apply their acquired knowledge and skills in the professional working environment. The practical training intensively prepares the students with adequate competencies and qualifications required for the career opportunity in the future.

Thus, the D.Pharm, syllabus is designed to nurture the students in all the three domains of Bloom's Taxonomy viz. cognitive (knowledge), affective (attitude) and psychomotor (skills). Further, it also provides ample of scope to the students for different learning styles viz. visual, auditory and kinesthetic, i.e., 'see, hear and do'.

The summary of the curriculum, courses and other activities and their metrics across the D.Pharm. program (Part I, II & III) are given here.

Criteria	Metrics
Number of subject areas (considering both theory & practical together)	11
Number o theory courses	11
Number of practical courses	10
Number of theory hours	825
Number of practical hours	600
Number of practical training hours	500
Number of tutorial hours	275
Number of course outcomes for theory courses	45
Number of course outcomes for practical courses	40
Number of courses which have given assignments	9
Number of assignment topics given	75
Number of assignment reports each student shall submit	27
Number of courses which have field visit	5
Number of field visit reports each student shall submit	9
Number of professional competencies	10

- b) Examination: There shall be an examination for Diploma in Pharmacy (Part-I) to examine students of the first year and an examination for Diploma in Pharmacy (Part-II) to examine students of the second year. Each examination may be held twice every year. The first examination in every year shall be the annual examination and the second examination shall be supplementary examination of the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) as the case may be. The examinations shall have written and practical (including oral) nature, carrying maximum marks for each part of course, as indicated in Table III and IV (Annexure 2).

(I) **Sessional (Theory) Examinations**

There shall be three sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 90 minutes. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below.

I.	Long Answers (Answer 3 out of 4)	$3 \times 5 = 15$
II.	Short Answers (Answer 5 out of 6)	$5 \times 3 = 15$
III.	Objective type Answers (Answer all 10 out of 10)	$10 \times 1 = 10$
(Multiple Choice Questions / Fill-in the Blanks / One word OR One Sentence questions)		
		Total = 40
marks		

- (ii) **Internal assessment:** The marks secured by the students out of the total 40 shall be reduced to 20 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 20 marks.

(iii) **Final Board / University Examination**

The scheme of the question paper for the theory examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

I.	Long Answers (Answer 6 out of 7)	=	$6 \times 5 = 30$
II.	Short Answers (Answer 10 out of 11)	=	$10 \times 3 = 30$
III.	Objective type Answers (Answer all 20)	=	$20 \times 1 = 20$
(Multiple Choice Questions/Fill-in the Blanks/ One word OR One Sentence questions)			
			Total = 80
marks			

(iv) Practical Sessional Examinations

There shall be three sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be three hours. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below.

I.	Synopsis	=	10
II.	Experiments	=	50*
III.	Viva voce	=	10
IV.	Practical Record Maintenance	=	10
Total		=	80 marks

- * The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

- (v) **Internal assessment:** The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below.

Actual performance in the sessional examination	=	10 marks
Assignment marks (Average of three)	=	5 marks*
Field Visit Report marks (Average for the reports)	=	5 marks*
Total	=	20 marks

- * Only for the courses given with both assignments and field visit/s.

Note :

- For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
- For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.

(vi) Final Board / University Examinations

The scheme of the question paper for the practical examinations conducted by the examining authority (Board/University) shall be as given below. The duration of the final examination shall be 3 hours.

I.	Synopsis	=	10
II.	Experiments	=	60*
III.	Viva voce	=	10
Total		=	80 marks

* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

5. Working out of Result**a) Mode of examinations:**

Each theory and practical examination in the courses mentioned in Table-III & IV (Annexure-2) shall be of three hours duration. Candidate who fails in theory or practical examination of a subject shall reappear in such theory or practical paper (s) as the case may be. Practical examination shall also consist of a viva-voce (Oral) examination.

b) Minimum marks for passing the examination:

A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secures at least 40% marks in each of the course separately in the theory examinations, including sessional marks and at least 40% marks in each of the practical examinations including sessional marks. The candidates securing 60% marks or above in aggregate in all courses in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations, as the case may be. Candidates securing 75% marks or above in any course or courses provided he/she passes in all the courses in a single attempt, will be given distinction in that course (s).

c) Eligibility for promotion to Diploma in Pharmacy (Part-II) :

All candidates who have appeared for all the courses and passed the Diploma in Pharmacy Part-I class. However, failure in more than two courses (each theory paper or practical examination shall be considered as a course) shall debar him/from promotion to the Diploma in Pharmacy Part-II class. Such candidates shall be examined in the failing subjects only at subsequent examination.

d) Improvement of Sessional marks : Candidates who wish to improve sessional marks can do so by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for Assignment and / or Field Visit Report, cannot be improved unless he/she attends a regular course of study again.**e) Certificate of passing examination for Diploma in Pharmacy (Part-II) :** Certificate to having passed the examination for the Diploma in Pharmacy Part II shall be granted by the Examining Authority to a successful student.**f) Certificate of Diploma in Pharmacy :** A certificate of Diploma in Pharmacy shall be granted by the Examining Authority to successful candidate on producing certificate of having passed the Diploma in Pharmacy Part I and Part II.

TABLE-I : Diploma in Pharmacy (Part-I)

S.No.	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week
1.	ER20-11T	Pharmaceutics Theory	75	25	3	1
2.	ER20-11P	Pharmaceutics Practical	75	-	3	-
3.	ER20-12T	Pharmaceutical Chemistry Theory	75	25	3	1
4.	ER20-12P	Pharmaceutical Chemistry Practical	75	-	3	-
5.	ER20-13T	Pharmacognosy Theory	75	25	3	1
6.	ER20-13P	Pharmacognosy Practical	75	-	3	-
7.	ER20-14T	Human Anatomy & Physiology Theory	75	25	3	1
8.	ER20-14P	Human Anatomy & Physiology Practical	75	-	3	-
9.	ER20-15T	Social Pharmacy Theory	75	25	3	1
10.	ER20-15P	Social Pharmacy Practical	75	-	3	-

TABLE-II : Diploma in Pharmacy (Part-II)

S.No	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week
1.	ER20-21T	Pharmacology Theory	75	25	3	1
2.	ER20-21P	Pharmacology Practical	50	-	2	-
3.	ER20-22T	Community Pharmacy & Management Theory	75	25	3	1
4.	ER20-22P	Community Pharmacy & Management Practical	75	-	3	-
5.	ER20-23T	Biochemistry & Clinical Pathology Theory	75	25	3	1
6.	ER20-23P	Biochemistry & Clinical Pathology Practical	50	-	2	-
7.	ER20-24T	Pharmacotherapeutics Theory	75	25	3	1
8.	ER20-24P	Pharmacotherapeutics Practical	25	-	1	-
9.	ER20-25T	Hospital & Clinical Pharmacy Theory	75	25	3	1
10.	ER20-25P	Hospital & Clinical Pharmacy Practical	25	-	1	-
11.	ER20-26T	Pharmacy Law & Ethics	75	25	3	1

6. Not with standing anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of committee consisting of any or all the Dean/Director/Principal/Head of Department/Institutions/Constituent College/School. The decision of Vice Chancellor shall be final.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL**ORDINANCE No. 61****Bachelor of Pharmacy (B.Pharm.)****1.0 GENERAL**

The Bachelor of Pharmacy (B.Pharm.) shall be a four years (eight semesters) degree programme, and three years (six semesters) degree programme for lateral entry students.

2.0 ADMISSION

The Admission to B.Pharm. degree programme shall take place on the basis of 2.1 and 2.2 as given below and/or Gazette notification issued by Government of Madhya Pradesh from time to time.

2.1 First year B. Pharm:

Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and /or Biology (P.C.B / .P.C.M.B.) as optional subjects individually.

2.2. B. Pharm lateral entry (to third semester):

A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

3.0 STRUCTURE OF BACHELOR OF PHARMACY (B.PHARM.) PROGRAM

3.1 There shall be at least 100 days of teaching in every semester.

3.2 The curriculum and syllabi of the course shall be notified by the University from time to time.

3.3 Course Description: Course description shall consist of:

- i. Course Code
- ii. Title of the Course
- iii. Credits in the form of L-T-P
- iv. Course Objective, its Outcome and References
- v. Pre-requisites, co-requisites if any,
- vi. Syllabi
- vii. Reference books, if any

3.4 The medium of instruction and examination shall be English throughout the course of study. But a student can opt for Hindi provided that the option for medium of instruction

and examination shall be made at the starting of program and shall remain Hindi throughout the program, a student shall not be allowed to change the medium of instruction and examination during the course.

4.0 ATTENDANCE REQUIREMENTS

4.1 All students must attend every lecture, tutorial and practical class. However, to account for late registration, sickness or other such contingencies, the attendance requirement will be a minimum of 80 % of the classes. Condonation shall be as per the examination general Ordinance. He can be condoned to 10% and a further 5% by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

4.2 Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial and practical class. The course coordinator will maintain and consolidate attendance record for the course (lectures, tutorials and practical(s) together, as applicable). Head of the Institute shall be responsible for maintaining the attendance records for the courses run by the institute.

5.0 EXAMINATIONS

5.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows:

(a) During First Year

First Semester B.Pharm. Examination, Second Semester B.Pharm. Examination

(b) During Second Year

Third semester B.Pharm. Examination, Fourth semester B.Pharm. Examination

(c) During Third Year

Fifth semester B.Pharm. Examination, Sixth semester B.Pharm. Examination

(d) During fourth Year

Seventh semester B.Pharm. Examination, Eighth semester B.Pharm. Examination

5.2 The semester examination will generally be held in Nov.-Dec. and May-June in each year.

5.3 At the end of every semester, a letter grade is awarded in each course.

5.4 Project Work:

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subject opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in

number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students).

5.5 Industrial Training (Desirable) :

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital after the Semester – VI and before the commencement of Semester VII. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. The student shall submit a typed and bounded report of such work and certificate duly signed by the authority of training organization to the head of the institute.

5.6 Practice School:

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the programme committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the examinations of semester VII. The report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college Level and grade point shall be awarded.

5.7 Educational Study Tour(Desirable):

For B. Pharm. Sixth semester students, an educational study tour to visit important manufacturing organizations is desirable. All students will submit a typed and bounded tour report after the study tour duly signed by faculty in charge(s).

5.8 The practical examination will be conducted respectively on course basis by internal and duly appointed external examiner.

5.9 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, internal assignment, field work, seminars, quizzes, end- semester examinations etc. regularly, as proposed by respective Board of Studies from time to time.

5.10 Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm. programme if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination. Similarly, the student has to secure a

minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

5.11 Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 5.10, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

5.12 Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional examination component of the internal assessment. The re-conduct of the Sessional examination shall be completed before the commencement of next end semester theory examinations.

5.13 Re-examination of end semester examinations

Re-examination of end semester examination shall be conducted as per the schedule notified by the university from time to time.

5.14 Academic Progression

No student shall be admitted to any examination unless he/she fulfills the norms given in 4.1.

Academic progression rules are applicable as follows:

- A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
- A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed. A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.
- A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 11.
- A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester

examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

- A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 8.
- Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

6 AWARD OF GRADES

6.1 Sessional Examination:

Two Sessional examinations shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical Sessional examinations is given below. The preparation of Sessional Question paper will be responsibility of respective college(s). The average marks of two Sessional examinations shall be computed for internal assessment as per the requirements.

Sessional examination shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly, Sessional examination for practical shall be conducted for 40 marks and shall be computed for 10 marks.

Question paper pattern for Theory Sessional examinations

For subjects having University examination		
I. Multiple Choice Questions (MCQs) (Answer all 10 questions)	Each MCQs will carry 1 mark	$10 \times 1 = 10$
I. Long Answers (Answer 1 out of 2)	Each question will carry 10 marks	$10 \times 1 = 10$
III. Short Answers (Answer 2 out of 3) Total	Each question will carry 5 marks	$2 \times 5 = 10$
Total		30 marks

For subjects having Non University Examination

- Long Answers (Answer 1 out of 2) = $1 \times 10 = 10$ Marks

II. Short Answers (Answer 4 out of 6) = 4 x 5 = 20 Marks

Total = 30 marks

Question paper pattern for practical sessional examinations

I.	Synopsis	10 Marks
II.	Experiment(s)	25 Marks
III.	Viva voce	05 Marks
Total		40 Marks

6.2 Each student, registered for a non-university examination course, shall be awarded grade by the concerned faculty for the specific course. The grades shall be awarded on the basis of student's performance in various quiz/assignments/laboratory work/class work/sessional examinations and end semester examination (to be conducted by college(s)).

6.3 The distribution of weightage /marks for examination based courses shall be as mentioned below:

Theory Block			Practical Block	
1	Continuous mode (Quiz, assignment etc.)	10%	Continuous mode (Quiz, assignment, Lab work, Performance etc.)	30%
2	Internal assessment (Sessional Examinations)	15%	End Semester Examination	70%
3	End Semester Examination	75%		
	Total	100%	Total	100%

6.4 Internal Assessment: Continuous mode

The marks allocated for continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Scheme for awarding internal assessment: Continuous mode	
Theory	
Criteria	Maximum Marks
Attendance (Refer Table given below)	4
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3
Student Teacher interaction	3
Total	10
Practical	
Attendance (Refer Table given below)	2
Based on Practical Records, Regular viva voce, etc.	3
Total	5

Guidelines for the allotment of marks for attendance Percentage of Attendance

Percentage of Attendance	Theory	Practical
95-100	4	2
90-94	3	1.5
85-89	2	1
80-84	1	0.5
Less than 80	0	0

6.5 Letter Grade and Grade Point System

Each student, registered for a course, shall be awarded grade by the concerned faculty/faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, minor test and regularity. The grades to be used and their numerical equivalents are as under:

Grading System

Percentage of marks and performances Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

6.6 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding P_i grade point earned in the i^{th} subject, where $i = 1, 2, 3, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{i=1}^n SG_i NC_i}{\sum_{i=1}^n NC_i}$$

Where NC, is the number of total credits offered in the j^{th} semester, SG, is the SGPA earned in the j^{th} semester, where $j = 1, 2, 3, \dots, m$ are the number of semesters in that course.

6.7 Award of Division:

The student shall be awarded division at the end of B.Pharm. Semester VIII after passing all semesters, as per the table given below:

CGPA Score	Division
$7.5 \leq \text{CGPA}$	First division with Honors
$6.0 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.0$	Second Division

7 CONDONATION OF DEFICIENCY

- 7.1 Deficiency up to five marks can be condoned in any two of the subject (theory or practical) to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace).
- 7.2 The candidate whose distinction or first division is affected by 0.01 of CGPA shall be eligible for Condonation of 0.01 CGPA on behalf of the Vice-Chancellor for which the candidate has to apply separately.

8. DURATION FOR COMPLETION OF THE PROGRAM OF STUDY

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period.

9. RE-ADMISSION AFTER BREAK OF STUDY

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.

10. GENERAL

10.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not in consistent with the provisions of this ordinance.

10.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination as per the Statutory bodies norms.

10.3. In case the State Government/UGC/MPPURC/PCI and other statutory bodies release any guidelines regarding National Education Policy in future, then this ordinance will automatically cover under.

10.4. In case of any dispute, the matter shall be decided under the Jurisdiction of Madhya Pradesh.

10.5 The decision whether to award Grades or numbers shall rest with the BOM of the University.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL
Ordinance No. 62
Master of Pharmacy

1. Short Title and Commencement:

These regulations shall be called as "The Revised Regulations for the Master of Pharmacy (M. Pharm.) Degree Program — "Credit Based Semester System (CBSS)". They shall come into effect from the Academic Year 2021-22. The regulations framed are subject to modifications from time to time by the authorities of the university.

2. Minimum qualification for Admission:

2.1 Candidate should pass in B. Pharm. Degree examination of an Indian university established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55 % of the maximum marks (aggregate of 4 years of B. Pharm.) Candidates belonging to SC/ST categories will get relaxation as per the norms of State Government of Madhya Pradesh.

2.2 Applicants possessing valid GPAT score shall be given preference over to those candidates who do not possess GPAT score.

2.3 The admissions to M. Pharm. course shall be governed by the rules of the Technical Education and Skill Development Department, Government of Madhya Pradesh, Bhopal and/or any other competent authority authorized by the State government of Madhya Pradesh for this purpose.

2.4 Every student, selected for admission to post graduate pharmacy program should have obtained registration with the State Pharmacy Council or should obtain the same within one month from the date of his/her admission, failing which the admission of the candidate shall be cancelled.

Note: It is mandatory to submit a migration certificate obtained from the respective university where the candidate had passed his/her qualifying degree (B.Pharm.)

3. Duration of the program:

The program of study for M.Pharm. shall extend over a period for semesters (two academic years).

4. Medium of Instruction and examination:

Medium of instruction and examination shall be in English.

Working days in each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from the month of December/January to June / July in every calendar year.

5. Attendance and progress:

A Candidate is required to put in at least 80 % attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

6. Program/ Course credit structure:

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, practical classes, seminars, assignments, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week/per activity.

6.1 Credit assignment:

6.1.1 Theory and Laboratory courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week in that course. and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having four lectures per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2.

6.1.2 The contact hours of seminars, assignments and research work shall be treated as that of practical courses for the purpose of calculating credits. i.e., the contact hours shall be multiplied by 1/2. Similarly, the contact hours of journal club, research work presentations and discussions with the supervisor shall be considered as theory course and multiplied by 1.

7. Minimum credit requirement:

The minimum credit points required for the award of M. Pharm. degree is 95. However, based

on the credit points earned by the students under the head of co-curricular activities, a student shall earn a maximum of 100 credit points. These credits are divided into Theory courses, Practical, Seminars, and Assignments. Research work, Discussions with the supervisor, Journal club and Co-Curricular activities over the duration of four semesters. The credits are distributed semester wise. Courses generally progress in sequence, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester-wise schedule of courses given in the syllabus.

8. Examinations/Assessments

8.1 **End Semester Examination :** The End Semester Examination for each theory and practical course through semester I to IV shall be conducted by the university except for the subject with asterix symbol (*) in table I and II for which examinations shall be conducted by the subject experts at college level and the marks/grades shall be submitted to the university

8.2 Internal assessment: Continuous mode:

The marks allocated for continuous mode internal assessment shall be awarded as per the scheme given below.

Table—1: Scheme for awarding internal assessment: Continuous mode

Theory	
Criteria	Maximum Marks
Attendance (Refer table—2)	8
Student – teacher interaction	2
Total	10
Practical	
Attendance (Refer table—2)	10
Based on practical Records, Regular viva voce, etc.	10
Total	20

Table—2: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95-100	8	10
90—94	6	7.5
85—89	4	5
80—84	2	2.5
Less than 80	0	0

8.2.1 Sessional Examinations:

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical sessional examinations is given in the table. The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in table.

9. Promotion and award of grade:

A Students shall be declared PASS and eligible for getting grade in a course of M. Pharm. Programme if lie/she secures at least 50 % marks in that particular course including internal assessment.

10. Carry forward of marks:

In case a student fails to secure the minimum 50 % in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

11. Improvement of internal assessment:

A Student shall have the opportunity to improve his/her performance only once in the sessional examinations component of the internal assessment. The re-conduct of the sessional exam shall be completed before the commencement of next end semester theory examinations.

12. Re-Examination of end semester examinations:

Re –examinations of end semester examination shall be conducted as per the schedule given in table 3. The exact dates of examinations shall be notified from time to time.

Table – 3 Tentative Schedule of end semester examinations

Semester	For Regular candidates	For failed Candidates
I and III	November / December	May / June
II and IV	May / June	November / December

13. Allowed to keep terms (ATKT):

No students shall be admitted to any examination unless he/she fulfills the norms given in 6, i.e 80% attendance in theory and practical's. ATKT rules are applicable as follow:

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the Courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed 'and treated as one head for deciding ATKT. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

14. Grading of performances:

Letter grades and grade points allocations:

Based on the performances, each students shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in table – 4

Table – 4: letter grades and grade points equivalent to Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fare

50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/ examinations in due course.

15. The Semester grade point average (SGPA):

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C₁, C₂, C₃ and C₄ and the student's grade points in these courses are G₁, G₂, G₃ and G₄, respectively, and then students* SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4}{C_1 + C_2 + C_3 + C_4}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example, if a learner has a F and ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + \text{ZERO}}{C_1 + C_2 + C_3 + C_4}$$

16. Cumulative Grade Point Average (CGPA):

The CGPA is calculated with the SGPA of all the IV semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all IV semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4}{C_1 + C_2 + C_3 + C_4}$$

Where C₁, C₂, C₃, is the total number of credits for semester I, II, III.... And S₁, S₂, S₃, is the SGPA of semester I, II, III,

17. Declaration of class:

The class shall be awarded on the basis of CGPA as follows:

First class with distinction: CGPA of 7.50 and above

First class: CGPA of 6.00 to 7.49

Second class: CGPA of 5.00 to 5.99.

18. Project work:

All the students shall undertake a project under the supervision of a teacher in Semester III and IV and submit a report. One copy of project report shall be submitted to university.

The external examiner appointed by the university shall evaluate the project at the time of Practical examinations in consultation with internal.

19. Award of Ranks:

Ranks and medals shall be awarded on the basis of final CGPA. However, candidates who fail in one of more courses during the M.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the M. Pharm program in minimum prescribed number of years, (two year) for the award of Ranks.

20. Award of degree:

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

21. Duration for completion of the program of study:

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

22. Revaluation/Retotaling of answer papers:

AS per the prevailing norm of University.

Condonation of Deficiency: One grace mark Will be given to the candidate who is either failing a semester or missing distinction/ first division by one mark, on behalf of the vice Chancellor in the M. Pharm. examination.

23. Re-admission after break of study:

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee. At any time of course a student can have a maximum break of two year only.

24. Not with standing anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of committee consisting of any or all the Dean/Director/Principal/Head of Department/Institutions/Constituent College/School. The decision of Vice Chancellor shall be final.

JNCT PROFESSIONAL UNIVERSITY, BHOPAL
ORDINANCE NO - 63
MASTER OF SCIENCE IN AESTHETIC MEDICINE AND SURGERY
M.SC. IN AESTHETIC MEDICINE AND SURGERY
2 YEARS POST GRADUATION COURSE

1. VISION AND MISSION

M.Sc in Aesthetic Medicine & Aesthetic Surgery is a Two Year International Programme in which physicians will learn the intricate art and science of the most advanced and latest Aesthetic Medicine, Anti-Aging, Trichology & Popular Cosmetic Surgery procedures including Hair Transplantation, Breast Augmentation, Gynecomastia, Dimple Creation, Blepharoplasty & many more.

2. AIMS & OBJECTIVE

There is a growing international demand for M Sc in Aesthetic Medicine & Aesthetic Surgery trained professionals and through this course they will gain clinical knowledge to cater to the patients needs, more effectively. The knowledge gained will bridge those gaps to reduce complication and improve clinical outcome leading to better patient care.

3. COURSE DURATION:

The duration of M.Sc. Aesthetic Medicine & Aesthetic Surgery course shall be two years.

The course of M.Sc. Aesthetic Medicine & Aesthetic Surgery are divided into 11 Modules.

The duration of each academic year of M.Sc. Aesthetic Medicine & Aesthetic Surgery 1st and 2nd years shall be not less than 10 Months.

The maximum period to complete the course successfully should not exceed 4 years from the date of Admission or as per University Policy.

4. ACADEMIC QUALIFICATION FOR ADMISSION:

A person who has passed one of the following examinations shall be eligible to join the course of M.Sc. Aesthetic Medicine & Aesthetic Surgery:-

MBBS/MD/MS/MCH

Candidates shall be medically fit.

CRITERIA FOR SELECTION:

- 1.1 The Candidate who fulfil the aforesaid academic qualification for admission.
- 1.2 Selection of the candidate shall be based on the merit to the entrance examination held by the JNCT Professional University, Bhopal or competent authority, on the basis of merit calculated on total marks obtained in the above stated recognized entrance examination.

- 1.3 15 % of total seats will be filled by the candidates on all India Basis Inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates of Madhya Pradesh.
- 1.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee / ex-Employee / retired employee of the JNCT Professional University, Bhopal of Medical Sciences and Hospital, Bhopal, and 3% shall be reserved for physically handicapped candidates (disability of locomotors to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme). A certificate of physically handicapped issued by an authorized board should be submitted.
- 1.5 In case the reserve seats are not filled in a particular category unfilled seats will be transferred / opened / filled by other general candidates.
- 1.6 Candidates should be medically fit.
- 1.7 Counselling will be held to finalized the required ordinances. The candidates must be physically present at the time of counselling, if required.
- 1.8 In case of the tie position between two or more than two, than total number of attempts for passing senior secondary school examination, date of birth and percentage of marks obtained at the secondary examination respectively be considered in that order.
- 1.9 Entrance / Selection test- Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by JNCT Professional University, Bhopal or competent authority.

5. RESERVATION POLICY:

- 5.1 For disabled candidates 3% Disability reserved to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age qualification will be same as prescribed for each nursing programme.

Note - A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

- 5% of total marks is relaxed for SC/ST/OBC candidate.
- Any other reservation as per the state Govt.

6. CURRICULUM AND SYLLABUS:

The curriculum and syllabus will be framed by concerned Board of studies which duly approved by academic counsel in accordance with the guidelines issued by concerning council.

7. COMMENCEMENT OF COURSES:

The course shall be commencing from the month of August/ September of every academic year.

The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

8. EXAMINATION:

- The medium of Instruction shall be English throughout the course.
- University Examination; Theory & Practical:
- There shall be University examination, at the end of the academic year.
- The Main Examination shall be held on yearly basis for all the two years respectively.
- There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (examination) in October / November. The succeeding examination shall be held within 6 months.
- University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.
- Theory and Practical examination shall be considered as separate heads /subjects for passing
- Scheme of the Examinations shall be as per the scheme, approved by Academic Council of the University

Written Examination:-

Written Examination shall be of 3 Hours and each theory paper shall carry marks.

Appointment of Examiners/Question Paper Setters:

The appointment of examiner for the University Examination shall be as per ordinance of the University

Criteria for Passing:

A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.

A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.

A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination, University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

Internal Examination:

Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.

The Internal assessment examinations shall be conducted for Theory subjects. 40% of Internal assessment marks shall be allotted from best of two internal examinations 40% shall be on the basis of Day to Day Assessment based on Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices/Skills. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment

Best marks out of two internal examinations shall be considered for inclusion in the University examination.

The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.

Division and Merit List:

The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/her successful attempt in annual University examination

There shall be Divisions as follows:

Distinction 75% and above of grand total marks in First attempt.

First Division > 60% and < 75% of grand total marks in First attempt.

Second Division > 50% and < 60% of grand total marks in First attempt.

Distinction in individual subject. > 75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years .

9. GRACE MARKS:

The Grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

10. GRACE MARKS:

The Grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

11. COURSE STRUCTURE:

The course of study leading to M.Sc. Aesthetic Medicine & Aesthetic Surgery shall consist of Two Academic Years. M.Sc. Aesthetic Medicine & Aesthetic Surgery Post Graduate Degree Programme shall include following Modules:-

Module 1: 10 Days

SESSION 1**INTRODUCTION**

Introduction to the World of Aesthetic Medicine

Introduction to the M.Sc in Aesthetic Medicine and Surgery Program

SESSION 2 SKIN

- ▶ Structure & Function
- ▶ Skin Appendages
- ▶ Skin Types
- ▶ Common Skin Diseases: Aetiology, Clinical Features & Management

SESSION 3 HAIR

- ▶ Structure & Function
- ▶ Normal Hair Growth
- ▶ Hair Types
- ▶ Hair Problems
 - Dandruff/ Hair Fall/ Alopecia Areata/ Androgenetic Alopecia/
 - Scarring Alopecia/ Telogen Effluvium/ Anagen Effluvium/ Hirsutism/
 - Hypertrichosis/ Folliculitis

SESSION 4 - LASER BASICS

- ▶ History
- ▶ Laser Physics
- ▶ Laser & Skin Interaction
- ▶ Laser Safety

TYPES OF LASERS AND THEIR INDICATIONS

- ▶ Types of Lasers
- ▶ Choosing Appropriate Settings
- ▶ Newer Technologies

SESSION 5 - VASCULAR LASER

- ▶ Principle of Vascular Lasers
- ▶ Devices
- ▶ Indications
- ▶ Contraindications
- ▶ Patient Information
- ▶ Patient Assessment
- ▶ Choosing appropriate settings
- ▶ Techniques
- ▶ Post-operative Care
- ▶ Management of Complications
- ▶ Practical Tips
- ▶ Live Demonstration & Hands-on Training

SESSION 6 LASERS FOR PIGMENTATION & TATTOOS

- ▶ Principle of Q-Switched Lasers
- ▶ Devices
- ▶ Indications
- ▶ Contraindications
- ▶ Patient Information
- ▶ Patient Assessment
- ▶ Choosing appropriate settings
- ▶ Techniques
- ▶ Post-operative Care
- ▶ Management of Complications
- ▶ Practical tips
- ▶ Live Demonstration & Hands-on Training

SESSION 7 LASERS FOR EPILATION

- ▶ Principle of Hair Removal
- ▶ Lasers Devices
- ▶ Indications
- ▶ Contraindications
- ▶ Patient Information
- ▶ Patient Assessment
- ▶ Choosing appropriate settings
- ▶ Techniques
- ▶ Post-operative Care Management of Complications
- ▶ Practical tips
- ▶ Live Demonstration & Hands-on Training

SESSION 8 FRACTIONAL (ABLATIVE & NON-ABLATIVE) LASERS

- ▶ Principles
- ▶ Devices
- ▶ Indications
- ▶ Contraindications
- ▶ Patient Information
- ▶ Patient Assessment
- ▶ Choosing appropriate settings
- ▶ Techniques
- ▶ Post-operative Care
- ▶ Management of Complications
- ▶ Practical tips
- ▶ Live Demonstration & Hands-on Training

SESSION 9 - LIGHT BASED DEVICES

- ▶ Intense Pulsed Light (IPL)
- ▶ Light Emitting Diodes
- ▶ Principle of IPL Devices
- ▶ Indications
- ▶ Contraindications
- ▶ Patient Information
- ▶ Patient Assessment
- ▶ Choosing appropriate settings
- ▶ Techniques
- ▶ Post-operative Care
- ▶ Management of Complications
- ▶ Practical tips
- ▶ Live Demonstration & Hands-on Training

SESSION 10 ENERGY BASED DEVICES

- ▶ Radio-frequency
- ▶ & Other Devices

SESSION 11 SKIN CONDITIONING

- ▶ Indications/ Contraindications
- ▶ Side Effects
- ▶ Results
- ▶ Skin Regimen

SESSION 12 CHEMICAL PEELS

- ▶ Classification
- ▶ Superficial/Medium/Deep Peels
- ▶ Combination Peels
- ▶ Peels Characteristics
- ▶ Understanding of Different Peels
- ▶ Patient Evaluation
- ▶ Indications/Precautions
- ▶ Patient Selection
- ▶ Management

SESSION 13 - BOTULINUM TOXIN

- ▶ The Product
- ▶ Indications – Upper Face
- ▶ Facial Anatomy in Detail
- ▶ Mode of Action
- ▶ Regional Anaesthesia for the Face
- ▶ Side Effects and Complications: Allergic/ Regional
- ▶ Duration of Action
- ▶ Appropriate Doses/ Dilutions
- ▶ Safety and Toxicity
- ▶ Storage and Transport
- ▶ Botulinum Toxin in Use in Facial Rhytids

SESSION 14 DERMAL FILLERS

- ▶ Introduction to dermal fillers
- ▶ Pharmacology
- ▶ Types of Dermal Fillers (Restylane, Perlane, Juvederm etc.)
- ▶ Patient selection for dermal fillers
- ▶ Indications (Nasolabial Folds/Marionette Lines)
- ▶ Side Effects and Complications
- ▶ Recommendations
- ▶ Combination Therapies
 1. Botox and Fillers
 2. Botox and Skin Resurfacing
 3. Light Therapy and Skin Resurfacing

SESSION 15 - ACNE

- ▶ Medical management
- ▶ Use of light devices
- ▶ Treatments of Acne scarring

SESSION 16 MESOTHERAPY

- ▶ For Skin rejuvenation
- ▶ For Hair Rejuvenation
- ▶ Products and protocols
- ▶ Mesotherapy Botox
- ▶ Mesolift, Mesoglow and Mesosculpt
- ▶ No-Needle Mesotherapy

SESSION 17 BODY CONTOURING & SKIN TIGHTENING DEVICES

- ▶ Radio frequency (RF) devices
 - ▶ Mono/ Bi-Polar/Tri-Polar/Multi-Polar
- ▶ UltraSound based devices
- ▶ Cryo-lipolysis Technologies
- ▶ Cellulite Reduction Devices

SESSION 18 INTRODUCTION TO HAIR RESTORATION AND TREATMENTS

- ▶ Basic Science of Hair
- ▶ Hair and Scalp Anatomy
- ▶ Androgenic Alopecia and other Types of Hair Loss
- ▶ Medical Treatments
- ▶ PRP
- ▶ Growth Timeline
- ▶ Hair Loss Drugs
- ▶ Consultation, Planning, Preoperative Care and Hairline Design
- ▶ Local Anaesthesia
- ▶ Strip vs. FUE technique
- ▶ Motorised/ Automated F.U.E. technique
- ▶ Donor Harvesting
- ▶ Graft Preparation Slivering and Graft Cutting
- ▶ Recipient Site Preparation and Insertion
- ▶ Video Demonstration
- ▶ Other technique:– Derma rollers and mesotherapy for hair regrowth

Module 2 : 10 Days - INJECTOR PROGRAM**Session 1 - ADVANCED BOTOX**

- ▶ Botulinum Toxin for Upper Face
- ▶ Botulinum Toxin for Middle Face
- ▶ Botulinum Toxin for Lower Face
- ▶ Botulinum Toxin for Neck
- ▶ Botulinum Toxin for Hyperhidrosis (Axillary/Palmar/Plantar)

Session 2 ADVANCED FILLERS

- ▶ Dermal Fillers for Frown Lines
- ▶ Dermal Fillers for Under Eyes (Tear Trough)
- ▶ Dermal Fillers for Volume Augmentation of Cheeks
- ▶ Dermal Fillers for Volume Augmentation of Lips
- ▶ Dermal Fillers for Mentolabial Folds

Session 3 - THREADLIFTS

- ▶ Different types of threads
- ▶ Facial and body techniques

Session 4 PRP (PLATELET RICH PLASMA)**Platelet biology****What is PRP****Different growth factors and their function****PRP devices and processing PRP****Centrifugation single spin & double spin method****Creation and activation of PRP****Indications of PRP****Contraindication of PRP****Use of PRP in hair Restoration therapy****Use of PRP in skin Rejuvenation treatment****Session 5 - SCLEROTHERAPY****Module 3 : 3 Days****DIPLOMA IN MESOTHERAPY (INDIAN SOCIETY OF MESOTHERAPY)**

- ▶ Mesotherapy for Skin
- ▶ Mesotherapy for Hair
- ▶ Products and protocols
- ▶ Meso-Botox
- ▶ Mesolift, Mesoglow
- ▶ Mesosculpt (Liquid Lipolysis)
- ▶ No-Needle Mesotherapy

Module 4 : 3 Days**CHEMICAL PEELINGS**

- ▶ Superficial Peels
- ▶ Combination Chemical Peels
- ▶ Pigmentation of the Face-Evaluation and Treatment
- ▶ Medium Depth Chemical Peels
- ▶ Facial Peels
 1. Classification – Superficial, Medium, Deep, Augmented
 2. Characteristics– Glycolics/AHA/ Fruit Peels/ Jessner/ TCA/Phenol/ Retinoic Acid/ Microdermabrasion/ Combinations
 3. Basic Understanding of each Different Agent– Indications for Use/Contraindications/Mode of Application/Mechanism of Action/ Potentiating Factors/ Adverse Effects

ADVANCED CHEMICAL PEELS

- ▶ Retinol Peels
- ▶ Obagi Peels
- ▶ ZO Peels
- ▶ Sequential Peels

SKIN LIGHTENING

- ▶ What is Glutathione
- ▶ Importance of glutathione
- ▶ Benefits of glutathione
- ▶ Glutathione in skin lightening therapy
- ▶ Mode of action
- ▶ Glutathione IV injection procedure

Module 5 : 2 Days

BODY CONTOURING TECHNIQUES AND TECHNOLOGIES

Module 6 : 3 Days

NEW TECHNOLOGIES IN AESTHETIC MEDICINE**SESSION 1- WHAT IS NEW?**

Newest Technologies and Innovations in Aesthetic Medicine

SESSION 2 - IMPORTANT CONSIDERATIONS

- ▶ How to setup cosmetic practice
- ▶ How to Market Your Practice and Build Your Customer Base
- ▶ Medico-Legal Aspects of Cosmetic Dermatology
- ▶ Ethics in Cosmetic Practice
- ▶ What to buy and Where to Buy

SESSION 3 - OTHER MINOR COSMETIC PROCEDURES

- ▶ Derma Stamp/Derma Roller/Dermapen
- ▶ Electrocautery
- ▶ Mole & Skin Tag Removal
- ▶ Thermolysis/ Electrolysis for Depigmented Hair Removal
- ▶ Microdermabrasion

SESSION 4 - PLASMA TECHNOLOGIES IN AESTHETIC MEDICINE

Module 7 : 12 Days - FACIAL AESTHETIC SURGERY

- ▶ Hair Transplantation
- ▶ Dimple Creations
- ▶ Botox
- ▶ Buccal Fat Reduction
- ▶ Lip Augmentation
- ▶ Blephareoplasty
- ▶ Fillers
- ▶ Earlobe Repair
- ▶ Minor Procedures
 - Lasers
 - Subcision
 - Punches
 - Facial swelling Excision
 - Chemical Peeling
 - Multiple Lipoma

Module 8 : 5 Days - HAIR MEDICINE & SURGERY**SESSION 1**

- ▶ Introduction to Hair Transplantation
- ▶ History and the Past of Hair Transplantation
- ▶ Basic Science, Hair and Scalp Anatomy
- ▶ Asian Hair: Knowing the Difference
- ▶ Androgenic Alopecia and other Types of Hair Loss
- ▶ Medical Treatment
- ▶ Consultation, Planning, Preoperative Care and Hairline Design
- ▶ Local Anaesthesia
- ▶ Donor Harvesting – Strip Excision and FUE Techniques
- ▶ Graft preparation Slivering and Graft Cutting
- ▶ Recipient Site Preparation and Insertion
- ▶ Dense Packing and Survival Rate
- ▶ Complications in Hair Transplantation
- ▶ Mega Sessions
- ▶ Body Hair Transplantation
- ▶ Hair Transplantation in Scars
- ▶ Eyebrows, Mustaches and Sideburns Transplantation
- ▶ Building a Hair Restoration Practice
- ▶ Future in Hair Transplantation
- ▶ Q & A's
- ▶ Video Demonstrations

SESSION 2 - Hands-on Training in Hair Transplantation – FUE

SESSION 3 - Hands-on Training in Hair Transplantation – FUT**SESSION 4 - Hands-on Training in Hair Transplantation - Mixed FUE & FUT****SESSION 5 - IMPORTANT CONSIDERATIONS**

- ▶ How to setup Transplantation Center
- ▶ How To Market Your Practice and Build Your Customer Base
- ▶ Medico-Legal Aspects of Cosmetic Dermatology
- ▶ Ethics in Cosmetic Practice
- ▶ What to buy and Where to Buy

SESSION 6 - ASSESSMENTS

- ▶ Q & A discussions
- ▶ Viva-Voce
- ▶ Written Assessment (MCQs)

Module 9 : 3 Days**GYNECOMASTIA SURGERY**

- ▶ Evaluation of Chest Aesthetic
- ▶ Medical Evaluation of Gynecomastia
- ▶ Surgical Correction of Gynecomastia
- ▶ Sutureless Correction of Gynecomastia
- ▶ Post Operative Protocol

Module 10 : 3 Days**BREAST AUGMENTATION SURGERY**

- ▶ Breast Evaluation
- ▶ Implant Selection
- ▶ Sub Mammary Augmentation
- ▶ Sub Pectoral Augmentation

12. CRITERIA FOR PASSING:

Minimum pass marks shall be 50% in each of the Theory and Practical papers separately.

A Candidate has to pass in theory and practical exam separately in each of the subjects.

If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

13. DIVISION & MERIT:

For declaring the rank aggregate of 2 year marks to be considered.

Classification of result

Distinction – 75% and above in any subject (First attempt only)

First Division – 60% - 74%

Second Division – 50% - 59%

Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt.

14. ATTENDANCES:

A candidate must have minimum of 80% attendance in theory in each subject for examination or as per University Policy.

A candidate must have 100% attendance in each of the clinical area before award of Degree.

15. APPOINTMENT OF EXAMINERS /QUESTION PAPER SETTER:

The appointment of examiner for the theory and practical examination shall be based on following rules-

Question Paper setter / moderator / head evaluator shall be professor. Associate professor and assistant professor and assistant professor with at least 3 years of teaching experience working in any nursing institute recognized by statutory body.

Practical Examiner- One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.

Evaluation of the Dissertation.

Evaluation of the Dissertation should be done by the examiner prior to viva.

One internal and one external examiner (outside the University) Should evaluate dissertation and jointly conduct viva voice for each student.

16. REVALUATION /RE-TOTALING:

Revaluation and Re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.

The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling and regulation of the University.

17. CANCELLATION OF ADMISSION:

The admission of a student at any shall be cancelled by the Vice chancellor based on Recommendation of Head of Institution, if ;

- Candidate is not found qualified as per NMC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

-Candidate is not able to complete the course within the stipulated time as prescribed by the University.

OR

-Candidate is found involved in serious breach of discipline in the institution or in University campus.

18. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/Institutions/Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 64
MASTER OF FORENSIC SCIENCES

1. NAME OF PROGRAM:

Master of Forensic Science, M.Sc (Forensic Science)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Forensic Science Advisory Council and/or UGC Board Of Studies is authorized to recommend further Additional/Alterations in this Ordinance.

2. NAME OF FACULTY AND BOARD OF STUDIES:

Faculty of Forensic Science — Board of studies of Forensic Science.

3. DURATION:

Schedule Period of Program Completion 2 Years (4 Semester)

Maximum Period of Program Completion 4 Years

Or as per University Policy.

4. ELIGIBILITY FOR ADMISSION:

Candidates for admission to first year of the Master of Forensic Science, Post Graduate Degree Course shall be required to have completed their graduation in B.Sc. in Biology / Physics / Chemistry / Bio chemistry / Micro biology / Biotech, MBBS or BDS. (Admission to eligible candidate will be strictly on the basis of merit list)

5. ADMISSION PROCESS:

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor The admission process shall take place on the criteria approved by the Committee

6. NUMBER OF SEATS FOR THE PROGRAM:

It will be decided time to time by the University as per guidelines of Forensic Science Advisory Council and/or UGC

7. FEE STRUCTURE:

7.1 All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

7.2 Registrar shall notify the quantum of fees payable to the schedule of registration before the start of each semester.

7.3 Fees, once paid, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice Chancellor may permit an extension

in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

8 ELIGIBILITY FOR THE AWARD OF THE DEGREE:

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Program within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit/ industrial training, in any, as prescribed in the curriculum

9 ATTENDANCE:

Minimum attendance required to become eligible to appear in the examination for each paper shall be 75% of all class lectures (theory and practical) or as per University policy. In case a student is short of attendance due to illness, participation in sports, extra curricular activities, etc the following rules shall apply

10. PROCESS OF EVALUATION:

10.1 Theory Papers: Semester and Annual examination shall be conducted by the University as mentioned in the academic calendar of the department. The question paper will be set by examiners appointed by the Vice Chancellor based on the recommendation of the Board of Studies. The pattern of the question paper will be decided by the University. The weightage of theory examination will be of 70% for all the courses.

10.2 Sessional Examination: The sessional examination shall be conducted by the subject teacher on the dates decided by the faculty members and Director/ HOD/ Coordinator. The weightage of this examination will be 30%.

10.3 Practical Examination: A Practical examination will be conducted in the papers given in the course structure. The V.C. on the basis of the recommendation of the Board of Studies shall appoint the examiners for the practical. The marks of the practical examination will be distributed on the following basis.

10.3.1 Sessional 30% based on the performance of the students in the practical experiments/seminars/attachments/assignments.

10.3.2 Year-end/Semester examination: 70% based on the year-end/semester practical examination and the Viva-voce conducted by the examiners. The examiners include the faculty member, in charge of the practical course, and an external examiner appointed by the Vice-Chancellor. The examiners shall jointly award marks to the students on mutual agreement.

10.4 Project work/Dissertation Fourth Semester students of all the post graduate course will undertake a project work/ Dissertation which shall be of 300 marks which will be awarded on the basis of his/her performance in research work and for presentation/ Viva taken by the external examiner. The supervisors will be allotted by the HOD to each of the students. The supervisors will be Faculty member of the department. The examiners and Supervisor shall jointly award marks to the students on mutual agreement. The Institution may decide to send the students to external Institution for completion of experimental work / consultation with Scientist and Library for their dissertation work. In that case the HOD of the concerned external Institution will allot

one of its faculty member/Scientist as the Co-supervisor to the student. If a student goes to any external Institution for completion of his dissertation work He /She has to submit one certificate duly signed by the allotted faculty member and HOD of the external Institution.

- 10.5 Specialization:** Fourth Semester students of M Sc Forensic Science may choose any one of four specializations i.e. Option A: Specialization In Forensic Biology & Serology (FBS), Option B. Specialization in Forensic Chemistry & Toxicology (FCT), Option C: Specialization in Questioned Document & Fingerprint Examination (QDFP) and Option D. Specialization in Forensic Physical Sciences
- 10.6 Submission of Dissertation** The student will be allowed to submit his/her thesis once the supervisor is satisfied with the progress and completion of the research work. The project work should be an original research the student will have to submit his thesis in four copies for evaluation. The thesis should include a certificate of the work carried out by the student duly signed by the student, supervisor and Director/HOD/Co-ordinator of the Department.
- 10.7 Evaluation of the Dissertation/Thesis:** The student will have to defend his/her research work in front of an audience. The internal examiner with an external examiner appointed by the Vice-Chancellor will do the assessment of the project work jointly. If the examiners decide that the performance of the student in the project work as well as in oral presentation is unsatisfactory, the student will have to conduct additional experiments suggested by the examiners, rewrite the Dissertation/Thesis and resubmit.
- 10.8 Qualifying marks and promotion** The minimum passing marks shall be 40% in the aggregate. The minimum pass marks 40% have to be obtained in theory, sessional, Practical and dissertation individually. On the basis of percentage of total marks secured in the aggregate of all years of duration by a candidate, he/she shall be awarded a division, as detailed below
 Third Division 40% or more than but less than 50%. (ii) Second Division' 50% or more than but less than 60% (iii) First Division: 60% or more than but less than 75% iv) First Division with Distinction: 75% or more. A candidate can be provisionally promoted to the next year if he/she fulfills the following condition given below- If he/she has obtained 40% marks in the aggregate but has failed to secure 40% marks individually in theory papers. But, he/she will have to clear that paper as back paper as per rules.
- 10.9 Declaration of results and award of degree** After completion of the evaluation process, result will be declared by the University. Candidates declared successful may get the provisional degree from the Registrar/Vice-Chancellor of the University after one week of result. Original degree will be conferred at the time of convocation to be held annually as decided by Vice-Chancellor.

11. GENERAL INSTRUCTIONS:

- 11.1** Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- 11.2** The subject to be studied in different semester include lab work, practical, implant training, project etc shall be as per the University schemes, approved

- by Academic Council of the University on the basis of Authority norms and the Board of Management of the University.
- 11.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if *necessary*, the opinion/ advice of a Committee, consisting of any or Deans and/ or all the Directors/ Deans of all Departments/ Institutions Schools. The decision of the Vice Chancellor shall be final.
- 11.4 The Reservation to SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and /or the Government of India.
- 11.5 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if *necessary*, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 65**CERTIFICATE COURSES/ CERTIFICATE COURSES IN PARAMEDICAL**

This ordinance shall provide regulation of JNCT PROFESSIONAL UNIVERSITY, BHOPAL running Certificate course program in various subjects / departments of Medicine, Dentistry, Nursing, Physiotherapy, Occupational therapy and Miscellaneous

1. SHORT TITLE AND COMMENCEMENT:

Keeping in view the explosion of knowledge in modern medicine, the University introduces a series of Certificate courses in different disciplines (speciality or sub-speciality), wherein suitable candidates will be imparted training in the concerned area. Through this Certificate courses, we hope to effectively give training to bring about change in the communities through better clinical practice.

The Courses shall be called as "CERTIFICATE COURSES" of the JNCT Professional University, Bhopal

The Regulations framed are subject to modification from time to time by the University Academic Board / apex body from time to time.

2. AIMS & OBJECTIVE:

The main aim of this certificate courses is to expose the eligible candidates to newer methods of skill oriented program in different disciplines'. The program of study leading to career oriented certificate courses of JNCT PROFESSIONAL UNIVERSITY, BHOPAL shall have the status of Add-on skill oriented programs

3. GENERAL PROVISIONS:

- 3.1 The various training in certificate courses cannot be registered as qualifications by regulatory bodies
- 3.2 These training must be rendered to teach some Skill & develop competence in Different disciplines the skill.
- 3.3 Candidates registering in these courses shall have to complete the predetermined period of training. In case the candidate leaves in between the certificate will not be issued.
- 3.4 The concerned department will provide a structured training program.
- 3.5 There will be a formal entrance examination conducted by University to pursue the mentioned Certificate courses.

3.6 Candidate will have to pay fees for these certificate courses which will be mentioned in combined ordinances for University fees & structure.

3.7 Candidates involved in direct patient care will have to have regulatory approvals. Like they must be registered with MP State Medical Council with a valid registration number & additional degrees must be registered.

4. LIST OF VARIOUS CERTIFICATE COURSES OFFERED BY JNCT PROFESSIONAL UNIVERSITY, BHOPAL WITH ELIGIBILITY CRITERIA AND DURATION:

4.1 Post Doctrol Certificate Course

Course Name	Eligibility	Subject of Specialization	Duration
PDCC in Cardiac-Anesthesia	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Neuro Anesthesia	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Organ Transplant Anaesthesia	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Paediatrics Endocrinology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Critical Care Medicine	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Paediatric Gastroenterology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Laboratory Immunology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Infectious	Post MD / MS / DNB / DMRD in	Medicine	One year

Diseases	the required specialty		
PDCC in Nuclear Nephrology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Nuclear Nephrology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Gastro-Radiology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year

PDCC in Neuro-Radiology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Aphaeresis Technology and Blood Component Therapy	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Pain Management	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Haemato-Oncology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Paediatrics Endocrinology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Paediatric ENT	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in interventional Radiology	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year
PDCC in Spine Surgery	Post MD / MS / DNB / DMRD in the required specialty	Medicine	One year

4.2 BASIC CERTIFICATE-COURSES:

Course Name	Eligibility	Subject of Specialization	Duration
Medical			
Certificate Course in Pediatric Respiratory Disorders	MD / DCH / DNB Pediatrics Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Pulmonary Critical Care	MD / DNB Medicine Or Equivalent from recognized Institute	Medicine	6 Months
Certificate Course in Basic Infertility Management, including Endoscopy	MS / DNB (obst & Gyn) or DGO Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Benign Hematology	MD (Pathology) / MD (Gen Medicine) / DCP / DNB Or Equivalent from recognized institute	Medicine	12 Months
Certificate Course in Clinical Nutrition	Bachelors or Master's Degree from Medicine Nursing, physiotherapy, dietetics, public health professionals Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Critical Care Dialysis	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in	MBBS/ BAMS/BHMS/BUMS	Medicine	6 Months

Hypertension Management	Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Emergency Medical Services	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Epidemic Management	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in	MBBS; BAMS; BHMS;	Medicine	6 Months

Health Insurance	BDS, BPTb, BOTb, B.Sc.(Nursing), BPO, M.Sc.(Med) Or Equivalent from recognized institute		
Certificate Course in Hepatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Clinical Hematology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in High Risk Robotics	MD / DGO / DNB (Obs & Gyn) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Human Genetics (Certificate Course in Human Genetics)	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hyperbaric Medicine and Basic Wound Management	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Immunization	DCH, MBBS, BDS, BAMS, BUMS, BHMS	Medicine	6 Months
Certificate Course in Infection Prevention & Control	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Cardiac Care	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months

Certificate Course in Intensive Care in Obstetrics	MD / DGO / DNB (Obs & Gyn) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Laser Surgery in Urology	Post graduate in surgery M.S. or D.N.B.	Medicine	6 Months

Certificate Course in Medical Genetics	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatal Intensive Care	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Operation Theater Technology	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Radiography Technology	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Reconstructive Urology	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Regional Anaesthesia	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Programme in Hair Restoration	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months

International Postgraduate Paediatric Certificate (IPPC)	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Postgraduate Training Course in Colposcopy	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme or HIV & AIDS	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on Medical Rehabilitation	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Life Support	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Pain Management	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Patient Safety	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Disaster Management	MBBS / BAMS / BHMS / BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course for Clinicians in Medico Legal Practices	MBBS / BAMS / BHMS / BUMS or Equivalent from Recognized institute	Medicine	6 Months
Physiotherapy			
Certificate Course in Sports Physiotherapy	BPT	Physiotherapy	12Months
Dental			
Post Graduate Certificate Course in Oral Implantology	BDS / MDS	Dental	12Months
Nursing			
Certificate Course in Cardiovascular and	B. Sc / M. Sc. Nursing OR Equivalent from	Nursing	6Months

Thorasic Nursing	recognized Institute		
Certificate Course in Oncology Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Renal Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Wound Care Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Child Health Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Medical Surgical Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months

Certificate Course in Community Health Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Obstetrics and Gynecology Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Psychiatry Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Critical Care Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6Months
Certificate Course in Nursing Practitioner	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6 Months
Certificate Course in Orthopedic and Rehabilitation	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6 Months
Certificate Course in Neonatal Care Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6 Months

Certificate Course in Oncology Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6 Months
Certificate Course in Mental Health Nursing	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6 Months
Certificate Course in Nursing Administration	B. Sc / M. Sc. Nursing OR Equivalent from recognized Institute	Nursing	6 Months

Certificate/ PG Diploma / Diploma/ Miscellaneous			
Certificate Course in NABH	Bachelors or Master's Degree from Medicine, Dental, Nursing, physiotherapy, dietetics, Public health professionals, MBA / BBA in H.A. Or Equivalent from recognized institute	Miscellaneous	12Months
Certificate Course in Sustainable development, Environmental Auditing & Environmental Impact Assessment	Science Graduate or Equivalent from recognized institute	Miscellaneous	12Months
PG Diploma in Sustainable development, Environmental Auditing & Environmental Impact Assessment	Science Graduate or Equivalent from recognized institute	Medical / Management and Other	One Year
Post Graduate Diploma in Medico Legal System	Any Graduate		
OTHER CERTIFICATE COURSES			
PGDLM (PG Diploma in leadership Management)	Any graduate or equivalent from recognized institute	Miscellaneous	01 Year
CPD (Certificate in public Diplomacy)	Any graduate or equivalent from recognized institute	Miscellaneous	03 Moths
CSE (Certificate of social ethics)	Any graduate or equivalent from recognized institute	Miscellaneous	06 Months
CPSS (Certificate in Socio- Political psyche)	Any graduate or equivalent from recognized institute	Miscellaneous	06 Months

5. ENTRANCE EXAMINATIONS FOR CERTIFICATE COURSES:

- 5.1 There shall be Entrance Examination which will be conducted by Controller of Examinations as per University norms.
- 5.2 Entrance exam will be multiple choice type questions with one paper of 100 questions. The questions will be prepared from any External source as per University policy. Candidates will be selected in respective certificate courses as per the merit list of theory exam No interview will be conducted

6. EXIT EXAM FOR CERTIFICATE COURSES:

- 6.1 For appearing in the exit examination the candidate should have an attendance of least 80% to be certified by the course coordinator and Head of Department. The course coordinator and HOD have also to certify that the candidate has learnt the skills for which the candidate had been enrolled
- 6.2 There will be no theory exam.
- 6.3 For Practical examination there shall be two examiners. One internal & one external examiner. To pass the exit exam, candidate has to secure minimum 50% marks in practical examination.
- 6.4 At the end of examination the result will be declared by the controller of Examination and will be displayed at University website / as decided by University norms.
- 6.5 If the candidate fails in the exam, then he/she shall be allowed to appear in the next two regular exams maximally and the Examination fee again will be deposited each time by the candidate.

7. CERTIFICATE COURSES IN PARAMEDICAL

Speech therapy	Minimum Qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) Scheme with Biology as mandatory (also securing pass Marks in three subject Individually) conducted by M.P. Board of Secondary	Paramedical	01 Year
Audiologist		Paramedical	01 Year
Anaesthesia technician		Paramedical	01 Year
CTMRI technician		Paramedical	01 Year
X-ray radiographer technician		Paramedical	01 Year
Ortho technician		Paramedical	01 Year
ECG technician		Paramedical	01 Year
Ultra sound technician		Paramedical	01 Year
Angiography technician		Paramedical	01 Year
Operation theatre technician		Paramedical	01 Year

Health inspector technician	Examination or an equivalent examination from a recognized Board/ University or Eligibility criteria prescribed by Paramedical Council M.P. For SC/ST/OBC Candidates, the seat will be reserved as per provision on M.P. Government from time to time. Other norms laid down by State Council of Paramedical courses shall also followed.	Paramedical	01 Year
Hospital medical record science		Paramedical	01 Year
B.C.G. technician		Paramedical	01 Year
Cyto. Technician		Paramedical	01 Year
Respiratory technician		Paramedical	01 Year
Unani compounder		Paramedical	01 Year
Yoga		Paramedical	01 Year
Naturopathy		Paramedical	01 Year
Panchkarma technician*		Paramedical	01 Year

8. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a *decision* after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department / Institutions / Constituent College / Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 66**Diploma Programmes****1.0 THREE YEARS DIPLOMA PROGRAMMAS**

JNCT PROFESSIONAL UNIVERSITY, BHOPAL hereafter referred as JNCT Professional Awards diploma in disciplines of Engineering/Technology or Vocation/Occupation.

1.1 This Diploma Programme shall include the branches of Applied Videography, Agriculture, Automobile Engineering, Architecture And Interior Design Architectural Assistantship, Cement Technology, Chemicals Engineering Civil Engineering, Computer Science And Engineering, Construction Technology And Management, Computer Hardware And Maintenance, Costume Design And Dress Making, Electrical Engineering, Electronics & Telecommunication Engineering, Electronics And Instrumentation, Electrical And Electronics Engineering, Electronics Engineering, Food Technology, Instrumentation Engineering, Interior Decoration And Design, Information Technology, Mechanical Engineering, Metallurgy, Mining And Mine Surveying, Modern Office Management Opto-Electronics, Ophthalmic Technology, Refinery And Petrol, Plastic Technology, Printing Technology, Production Engineering, Refrigeration And Air Conditioning Engineering, Textile Design, Textile Technology, (Automatic Manufacturing Technology, Architecture, Automobile Servicing Production, Industry Tool Manufacturing (ITM), Refrigeration and Air Condition Of Software Development, Graphic Multimedia, BFSI, Travels And Tourism, Food Processing, Manufacturing Services, Media Image Technology, Printing & Packing Technology, Graphics & Animation, Product Design, Industries Design, Advertisement, Digital Advertisement, Print Media, Ink Media, Astrology, Vastu, Sthspatya, Yoga, Capacity/Character Building & Personality Development, Fashion Design, Communication Skill, Pharmaceutical Packing, Screenplay Writing, Smartphone Film Making, Screen Acting and all courses covered under this ordinances relating to vocational/professional training programs. All branches Resigned approved by AICTE/ICAR from time to time prevalent in the University.

1.2 The studies and examinations of these Diploma Programme shall be on the basis of marks-cum-credit system and as decided by the BOS.

2.0 ADMISSION

2.1 The Minimum qualification for admission to the first semester Diploma Programme shall be the qualifying 10th or higher examination under (10+2) scheme with science PCM.PCB/ any stream according to the concerned course (also securing pass marks in these subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University for all Diploma Programme mentioned in para 1.1 except Applied Videography, Architecture and Modern Office management.

- 2.2 Candidates who have qualified ITI course in related branch from Directorate Training, Govt. of M.P. or equivalent shall be eligible to take admission into 1st or 2nd semester as decided by competent authority of admission.
- 2.3 The minimum qualification for admission into first semester of Diploma Programme **"APPLIED VIDEOGRAPHY and ARCHITECTURE** shall be the qualifying of higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.
- 2.4 The minimum qualification for admission to first semester of Diploma Programme in "Modern Office Management" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education and equivalent examination from a recognized Board/ University.
- 2.5 Candidates seeking admission to Mining and Mine Surveying Programme should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.
- 2.6 No credit/relaxation or exemption in courses or duration shall be granted to candidates for pursuing second Diploma Programme of the University.
- 2.7 In general, the admission to Diploma Programmes shall be governed by the rules of Department of Technical Education & Training, Government of M.P. Bhopal and/or any other competent authority of the State Government of Madhya Pradesh.

3.0 DURATION OF COURSE

- 3.1 There shall normally be 90 days of teaching in every semester.
- 3.2 A candidate may provisionally continue his/her studies in next higher semester/class after the examinations of the semester he/she had appeared. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3 The maximum duration for passing all the courses (theory, practical's and industrial Training etc.) of the programme shall be Six years for 3 years Diploma programme, however for one mercy attempt in the "Examination General" shall be applicable. No extension in duration for course will be given to the candidates for UFM, Medical or any reason.

- 3.4. Names of the candidates who are unable to clear their Diploma Programme in the stipulated period will be struck off from the roll list of college and enrolment of the University.

4.0 EXAMINATIONS

- 4.1 There shall be University Examination at the end of each semester. These examination common to all branches shall be designated as follows.

(A) FIRST YEAR

First Semester Diploma Exam.

(Branch-wise)

Second Semester Diploma Exam.

(B) SECOND YEAR

Third semester Diploma Exam.

(Branch-wise)

Fourth semester Diploma Exam.

(Branch-wise)

(c) THIRD YEAR

Fifth semester Diploma Exam.

(Branch-wise)

Sixth semester Diploma Exam.

(Branch-wise)

- 4.2 The examinations of First semester (I), Third semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly the examination of Second semester (II) Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May- June, the dates of which shall be notified to all the concerned Collages/ Institutions.
- 4.3 There will be full examination at the end of each semester consisting of end semester of theory paper and practical's.
- 4.4 For the evaluation of end of the Semester exam in Practical's, one external examiner shall always be there from outside the College/Institute and one internal examiner from the College/Institution.
- 4.5 In case of change in curriculum of a diploma programme the student who seeks admission in higher semester shall have to study/appear in new and revised curriculum, however, University shall conduct the exams of old scheme for backlog subject papers.

5.0 ELIGIBILITY FOR APPEARING IN EXAMS:

- 5.1 A candidates shall be eligible to appear in the end semester examinations by fulfilling the following criteria:
- 5.1.1 Filling up prescribed examination form in time.
- 5.1.2 Depositing required amount of fees (non- refundable & adjustable)

5.1.3 Should have attendance as per point 12.0 of this Ordinance (Rules for Attendance)

5.2 The candidate who could not fulfill the condition mentioned in para 5.1.3 will be detained from appearing in the examination.

6.0 AWARD OF CREDITS AND GRADES

6.1 Each course, with its weightage in terms of units, equivalent credits (credit ranging from 20-40 in each semester) shall be recommended by the concerned board of studies and shall be approved by the standing committee of academic council and executive council, only approved courses can be offered during any semester.

6.2 A student shall be continuously evaluated for his/her academic performance in a subject through, tutorial work, practical, home assignment, mid semester test, filed work, Seminars, Quizzes and Semester Examinations etc., as proposed by respective Board of Studies and approved by standing committee of academic council and executive council of University.

6.3 The distribution of weightage / marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under:

(A) Theory Block

i.	Quizzes, assignments and regularity	10%
II.	Mid- semester test	20%
III.	End - semester examination	70%
	Total	100%

(B) Practical Block

i.	Lab work and performance, quizzes, Assignments and regularity	40%
II.	End - semester examination -	60%
	Total	100%

6.4 Practical training and project work shall be treated as practical subjects.

6.5 In each semester there shall be at least two mid semester tests and one end semester examination.

6.6 Each student registered for a course shall be awarded grade by the concerned faculties for the specific subjects. The grades awarded to the students shall be depend upon his continuous evaluation through performance in various examinations, assignments laboratory work, class work, mid semester test etc. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under:

$$SGPA = \frac{\sum_{i=1}^M C_i P_i}{\sum_{i=1}^N C_i}$$

Where C_i is the number of credits offered in the i th subject of the semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i th subject where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^M SG_j NC_j}{\sum_{j=1}^M NC_j}$$

Here NC_j is the number of total credits offered in the J th semester, SG_j is the SGPA earned in the J th semester, where $j = 1, 2, \dots, m$ are the number of semesters in that course.

- 6.8 The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

7.0 PROMOTION TO HIGHER SEMESTER/CLASS.

- 7.1 A candidate who has taken admission and has appeared in the examination of odd semester of a particular year will be automatically promoted to even semester of that year irrespective of failing in any number of theory or practical of that semester.
- 7.2 To qualify a particular subject or course the minimum required grade is D and the candidate should separately score minimum grade D in end semester examination of theory and practical parts of subjects/courses.
- 7.3 A candidate who has appeared in the second semester examination shall be promoted to third semester even if he/she could not pass/clear up to a maximum number of five subjects/courses (theory & practical parts are considered as separate subjects) in the first and second semesters taken together.
- 7.4 A candidate who has appeared in the fourth semester examination to be promoted to fifth semester should fulfill the following criteria:
- (A) He/She has to clear first and second end semester examination with a minimum D Grade in all theory and practical parts of each subject with a minimum CGPA of 5.0 in first year.
 - (B) Shall be promoted to fifth semester even if he/she could not pass upto a maximum number of five (theory and practical parts are considered as separate subjects) in third and fourth semester taken together .
- 7.5 A candidate who fails to satisfy the condition of 7.3 or 7.4 shall become an Ex-student.
- 7.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 such candidate shall be permitted to improve requisite grade point by reappearing in a maximum of four theory/practical subjects in the ensuring examination.

8.0 RULES OF PASSING

- 8.1 A candidate shall be declared passed if he/she clears all subjects/courses (theory & practical) of first to sixth semester with minimum grade D.
- 8.2 There will be no minimum grade point to pass for mid semester test.
- 8.3 For the award of diploma the required cumulative Grade Point Average (CGPA) is 5.0.
- 8.4 The result of the candidate will be withheld if he/she clears all courses/subjects of sixth semester but could not clear the courses/subjects of previous semesters.

9.0 AWARD OF DIVISION

- 9.1 Division shall be awarded only after the six and final semester examination based on integrated performance for all the three years (six semesters) as per following details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Honors
$7.5 \leq \text{CGPA} < 7.5$	First Division
$7.5 \leq \text{CGPA} < 6.5$	Second Division

9.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that SEM. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 9.3.

9.3 The conversation from grade to an equivalent percentage in a given academic program shall be calculated as per the following formula:

$$\text{Percentage marks score} = \frac{\text{CGPA obtained} \times 100}{10}$$

10. RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

10.1 Deficiency up to a total of 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers.

This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the course in which candidate has appeared in current examination.

10.2 While declaring result of the candidate no marks shall be added to or subtracted from aggregate for the deficiency condoned as above, However, he/she will pass the courses (subjects) cleared through clause 10.1 After condoning the deficiency the candidates result shall be declared in the division, for which the aggregate obtained by him/her entitles.

10.3 One grace mark will be awarded to the candidate who is failing /missing distinction /missing first division by one mark, on behalf of the Vice-Chancellor in the Diploma examination. This benefit will not, however, be available to a candidate getting advantage under clause 10.1.

11.0 DECLARATION OF MERIT LISTS

11.1 University shall declare the final Branch wise merit list only after the main examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least first Division and passing all the semesters examination in single attempts.

12.0 RULES FOR ATTENDANCE

12.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up

to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

- 14.0 If the candidate has qualified a semester examination in full at least with grade point 5.0 he/she shall not be permitted to appear in that examination for improvement of division/marks or any other purpose.
- 15.0 The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time as per Statute 19(vii) and (viii).
- 14.1 More degree programmes can be offered under this ordinance on the recommendation of the Board of Studies/Academic Council/ Board of Management and Governing Body with the approval of VC. The Vice Chancellor shall be competent to change /add more degree programmes.
- 14.2 In case of any dispute/ambiguity under this ordinance. The decision of the Vice Chancellor shall be final.
- 14.3 Notwithstanding anything stated in this ordinance for any unforeseen issues arise not covered by this ordinance or in the event of differences of interpretation the Vice Chancellor may take a decision after obtaining, if necessary the opinion/advice of committee consisting of any two or all the Dean/Directors/HOD of the School. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 67**Bachelor of Education (B.Ed.)**

1. Degree Title : Bachelor of Education (B.Ed.)
2. Name of Faculty : Faculty of Education & Physical Education
3. Course Name : Bachelor of Education (B.Ed.)
4. Duration of the Course : 2 years (4 semesters)
5. The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
6. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
7. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.

8. Admission:

Candidates with Bachelor's Degree in Sciences / Social Sciences / Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics or any other qualification equivalent thereto, with percentage marks as per NCTE guidelines are eligible for admission in the programme. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions and intake from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

9. The Teaching Scheme:

The curriculum, program implementation and the assessment shall be as per the NCTE norms notified from time to time. The curriculum shall be designed to integrate the study of subject knowledge, human development, and pedagogical knowledge and communication skills. The program shall comprise broad curricular areas namely

Perspectives in Education, Curriculum and Pedagogical Studies, Engagement with the Field and School Internship. The program implementation shall be as to meet the specific demands of such professional programs of study. The Academic Faculty as per norms prescribed by the NCTE shall cater to the foundation and pedagogy courses in a flexible manner so as to optimize academic expertise available.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. further, the University shall follow the NCTE / UGC guidelines and adopt the choice-based credit system.

10. The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

11. Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- i. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NC etc. and
- vi. No disciplinary action is pending against him.

12. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

13. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

14. General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, regarding specific courses shall be applicable. In other matters Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty School / Centres / Institutes located in University campus.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of JNCT Professional University, Bhopal.
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 68**Master of Education (M.Ed.)**

Faculty of Education and Physical Education shall offer following Post Graduate Program:

1. Title of the Degree : Master of Education (M.Ed.)
2. Name of Faculty : Faculty of Education & Physical Education
3. Course Name : Master of Education (M.Ed.)
4. Duration of the Course : 2 years (4 semesters)
5. The University shall offer above courses as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
6. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
7. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.

8. Admission:

The eligibility for admission to the first year of M.Ed. Courses shall be B.Ed. / B.A.B.Ed. / B.Sc.B.Ed. / B.El.Ed. / ITEP with an undergraduate degree with percentage marks as per NCTE guidelines. Admissions shall be made on the merit of the marks obtained in the qualifying examination and the entrance examination or any other selection process as per the policy of the Central / State Government / University / UT Administration. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

9. The Teaching Scheme:

The curriculum shall include theory (core and specialization) courses, practicum, internship and attachment. The programme implementation and assessment shall be as prescribed by the NCTE.

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Council. The course must be designed to provide opportunities for students to extend as well as deepen their understanding of Education, specialize in selected areas, develop research capabilities leading to specialization in either elementary or secondary education. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

10. The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

11. Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- i. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. No dues to the University, Hostels, Libraries, NC etc. and;
- v. No disciplinary action is pending against him/her.

12. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

13. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

14. General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- iii. For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, Bhopal regarding specific courses shall be applicable. In other matters Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of JNCT Professional University, Bhopal.
- vi. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 69**FOUR YEAR INTEGRATED PREGAME OF B.Sc. B Ed./B.A. B.Ed./B.Com B.Ed**

1. Title of the Degree : B.Sc. B Ed./B.A. B.Ed. / B.Com B.Ed
2. Name of Faculty :Faculty of Education &Physical Education
3. Course Name : B.Sc. B Ed./B.A. B.Ed. /B.Com B.Ed
4. Duration of the Course : 4 years (8 semesters)

5. Eligibility For Admission:**For Degree (1st year) (Regular):**

Candidates who have passed duly recognized following examination:

Final examination of the 10+2 (at least 33%) of MP Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

10+2 (at least 33%) Vocational Examination by any recognized Central / State Board Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCTE / other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government:

7. Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview.

8. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

9. Academic cycle / year:

There shall be one academic cycle for these courses every year as decided by the University.

10. Course Structure:

The Course structure of Degree (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

11. Medium of Instructions and Examination:

The medium of instructions and examination shall be English.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

12. Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- i. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NC etc. and
- vi. No disciplinary action is pending against him.

13. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

14. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of Six years.

15. General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, Bhopal regarding specific courses shall be applicable. In other matters Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision which shall be final.

- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty School / Centres / Institutes located in University campus.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of JNCT Professional University, Bhopal.
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE - 70**Bachelor of Physical Education (B.P.Ed.)**

Faculty of Education and Physical Education shall offer following Under Graduate Programs:

1. Title of the Degree : Bachelor of Physical Education (B.P.Ed.)
2. Name of Faculty : Faculty of Education & Physical Education
3. Course Name : Bachelor of Physical Education (B.P.Ed.)
4. Duration of the Course : 2 years (4 semesters)
5. The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
6. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
7. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.

8. Admissions:

The eligibility for admission to the first year of B. P. Ed. Courses shall be Bachelor's Degree in any discipline and having at least participation in the Inter College / Inter Zone / District / School Competition in sports and games as recognized by the AIU / IOA / SGFI / Government of India. In addition, the University shall follow all the guidelines as given by the NCTE / State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

9. The Teaching Scheme:

- The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils of the concerned departments keeping in

view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Educators with the expected post-graduates attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice-based credit system.

10. The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

11. Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- i. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. No dues to the University, Hostels, Libraries, NC etc. and
- v. No disciplinary action is pending against him.

12. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

13. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

14. General Instructions:

- (i) The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, Bhopal regarding specific courses shall be applicable. In other matters Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision which shall be final.

- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (v) All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of JNCT Professional University, Bhopal.
- (vi) In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 71
Master of Physical Education (M.P.Ed.)

Faculty of Education and Physical Education shall offer following Post Graduate Program:

1. Degree Title : Master of Physical Education (M.P.Ed)
2. Name of Faculty : Faculty of Education & Physical Education
3. Course Name : Master of Physical Education (M.P.Ed.)
4. Duration of the Course : 2 years (4 semesters)
5. The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
6. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
7. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
8. **Admission:**

The eligibility for admission to the first year of M.P.Ed. Courses shall have passed B.Sc. (Physical Education, Health Education & Sports) / B.P.Ed. / B.P.E.S. (subject to the notification from UGC / NCTE) or equivalent from any recognized University with percentage marks as per NCTE guidelines. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

9. The Teaching Scheme:

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

The programme shall be designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of physical education and communication skills.

10. The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

11. Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- i. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. No dues to the University, Hostels, Libraries, NC etc. and
- v. No disciplinary action is pending against him.

12. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

13. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

14. General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of JNCT Professional University, Bhopal regarding specific courses shall be applicable. In other matters Board of Management of JNCT Professional University, Bhopal shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, hybrid learning, face-to-face, through webinar etc.
- v. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of JNCT Professional University, Bhopal.
- vi. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE NO - 72
BACHELOR OF TECHNOLOGY
Bachelor of Technology (B.Tech)/BE

Civil, Mechanical, Electrical, Computer Science, Auto Mobile Engineering, Chemical Engineering, Bio science Engineering, Automatic Design, Aero-space Engineering, Fire & Safety, Agriculture Engineering, Petroleum Technology, Dairy Technology, Mining & Surveying, Cement Technology, Food Technology, Renewable Energy, Industrial Safety, Leather Technology, Textile Technology, Aeronautical Engineering, Applied Electronics & Instrumentation, Automobiles Engineering, Bio-Medical Engineering, Chemical Engineering, Bio-Technology, Civil & Environmental Engineering, Computer Science & Engineering, Artificial Intelligence & Machine Learning., Computer Engineering- Artificial Intelligence, Electrical & Electronics Engineering, Electrical Engineering, Electronics & Communication Engineering, Electrical & Instrumentation Engineering, Fire Technology/Fire & Safety Engineering, Industrial Engineering & Management, Industrial Production Engineering, Information Technology Engineering, Mechanical Engineering, Mining Engineering, Petro-Chemical Engineering, Textile Technology, Artificial Intelligence and Data Science, Food Engineering and Technology, Printing & Packing Technology Engineering, Dairy Technology Engineering, Energy Engineering, Nano Technology and Military Engineering

1. AIM AND OBJECTIVES:

The degree "Bachelor of Technology" acronym as B.Tech/BE shall be of four years (Eight semesters) in the branches of Engineering Civil, Mechanical, Electrical, Computer Science, Auto Mobile Engineering, Chemical Engineering, Bio science Engineering, Automatic Design, Aero-space Engineering, Fire & Safety, Agriculture Engineering, Petroleum Technology, Dairy Technology, Mining & Surveying, Cement Technology, Food Technology, Renewable Energy, Industrial Safety, Leather Technology, Textile Technology, Aeronautical Engineering, Applied Electronics & Instrumentation, Automobiles Engineering, Bio-Medical Engineering, Chemical Engineering, Bio-Technology, Civil & Environmental Engineering, Computer Science & Engineering, Artificial Intelligence & Machine Learning., Computer Engineering- Artificial Intelligence, Electrical & Electronics Engineering, Electrical Engineering, Electronics & Communication Engineering, Electrical & Instrumentation Engineering, Fire Technology/Fire & Safety Engineering, Industrial Engineering & Management, Industrial Production Engineering, Information Technology Engineering, Mechanical Engineering, Mining Engineering, Petro-Chemical Engineering, Textile Technology, Artificial Intelligence and Data Science, Food Engineering and Technology, Printing & Packing Technology Engineering, Dairy Technology Engineering, Energy Engineering, Nano Technology and Military Engineering prevalent in the institute at a point of time based on course-credit system/ Marks system.

1.1 NAME OF STATUTORY/REGULATORY BODY :- AICTE

2. ADMISSION:

- 2.1 Admission is open to students of both sex without any distinction of caste, creed or color. However, those candidates against whom disciplinary action has been taken in the past or those with moral turpitude will not be granted admission to any class/course conducted by the University. Foreign student/NRIs nominated by the Government of India, against the seats reserved for them will also admitted.
- 2.2 Admission to B.Tech. course is on the basis of merit secured in joint entrance examination main (JEE Main), is an all India common engineering entrance

- examination of objective pattern which is conducted for admission in various engineering colleges and courses all over the countries.
- 2.3 Minimum qualification for admission to the first year of B.Tech. programme shall be qualifying higher secondary school certificate examination (10+2 scheme) of M.P. Board of Secondary education or equivalent securing at least 50% of aggregate marks (also securing pass marks/ grade in all subject individually conducted by M.P. Board of secondary education or equivalent examination for recognized board).
- 2.4 The admission to B.Tech. Programme shall be governed by rules of the technical education and training department, Government of Madhya Pradesh, Bhopal and /or any other competent authority of the State Government of Madhya Pradesh.
- 2.5 The reservation to SC/ST/OBC/PH candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.
- 2.6 Admission of Diploma holders (with Mathematics in 10+2 Exam in 10+2 Exam) through lateral entry in second year (Third semester) of under graduate courses in Engineering/Technology in the University. Maximum 10 percent seats over and above the sanctioned intake (supernumerary) of previous academic year shall be available for admission through lateral entry scheme in second year Engineering degree (BE) course and Maximum 10 percent seats over and above the sanctioned intake (supernumerary) of previous academic year shall be available for admission through lateral entry scheme in second year. The unfilled / vacant seats of previous academic year of first year will also be available for admission in lateral entry scheme.
- 2.7 FEES:-
- The fees of the course shall be decided by board of management of University. The University from time to time subject to the approval of the regulatory authority/ regulatory commission.
- 2.8 INTAKE :-
- The Intake for each of these program shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body/MP Private University Regulatory Commission.
- 2.9 Transfer of the candidates from other programme /courses/places shall not be permitted in the programme.
- 2.10 A candidate who has discontinued the course during any semester of first three years duration shall not be permitted to take readmission to the course.
- 2.11 Selected candidates will be admitted to the institute only when their records, certificates, marks etc. are verified from original documents on personal appearance. If it is found that the candidate has succeeded in getting admission to the institute on the basis of false/ incorrect information or with holding relevant facts or if any time after admission it is found that the admission was given to the candidate due to some mistake or over sight, admission granted to the candidate shall be liable to cancellation, without any notice, at any time during the course of his/ her studies.
- 2.12 Admission to four years (eight semesters) degree programme shall be take place through counseling on the basis of gazette notification issued by State Government of Madhya Pradesh from time to time.

2.13 Admission to higher classes (registration):

- 2.13.1 Registration is very important procedural part of the academic system. Registration procedure ensures that the students name is on the name list of each course that he/she wants to study .No credits can be assigned if the students attend a course for which he/she not registered.
- 2.13.2 Registration for the various courses shall remain open for a period of ten days.
- 2.13.3 Registration of the courses to be opted by students would be done for in each semester as per the academic calendar notified by the University.
- 2.13.4 Late registration with a fee of 100/- will be permitted for a period up to seven days from the day of completion of the initial registration process(2.10.1)
- 2.13.5 Any student who is not registering will be considered as if he /she has withdrawn from the course on his/her on choice
- 2.13.6 A student may drop a course within first three weeks in consultation with faculty advisor.
- 2.13.7 Those students who have completed 130 credits up to fifth semester may go up to 208 credits by taking additional courses in the subsequent semesters. The extra credits taken by the students in a particular stream specifying the field is his/her choice. Such candidates shall be awarded a minor specialization while a student earns minimum of 200 credits.

2.14 Faculty Advisor

- 2.14.1 HOD of each department will assign a faculty member to the newly admitted class comprising of 60 students as faculty advisor who shall remain attached with the same class till they pass out the programme. Faculty advisor shall help students to make choice of the courses before registration as per University ordinances, and enable student receive support and services required for him to complete the programme.
- 2.14.2 College/ Institute shall provide record of the students for which he is a faculty advisor for enabling him to discharge his duties in a meaningful manner.
- 2.14.3 Registration form of the candidate shall be signed by the faculty advisor.

3. ACADEMIC CALENDAR

The normal duration of the course leading to B.Tech degree will be eight semester. Each academic year shall be divided into two semesters. The academic session in each semester shall be provided for at least 14 teaching weeks. The semester that is typically from July to December is called the odd semester and the one that is from January to June is called the even semester. The exact date for the important academic events scheduled during the academic session shall be specified in the academic calendar. In particular the dates for the following events shall be specified:

Registration, Late registration, commencement of classes, examinations, submission of sessional/tutorials, vacation, extra-curricular activities etc. The academic calendar must be strictly adhered to, and all other activities including co-

curricular and /or extra-curricular activities must be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar.

4. STRUCTURE OF B.TECH PROGRAMME (choice based credit system)

4.1 The choice based credit system (CBCS) provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. It is desirable that the Higher Educational Institutions (HEI) move to CBCS and implement the grading system.

4.2 Course structure

- 4.2.1 Fundamental courses (FC): comprises course belonging basic science, engineering science, humanities, social science, and management core groups. These courses shall be specified by the University from time to time for different disciplines/departments and are essential for an undergraduate degree.
- 4.2.2 Departmental core courses (DC): comprises introducing the student to the fundamentals, applications, and advances in the relevant branch of engineering. These courses shall be decided by the University from time to time.
- 4.2.3 Elective courses (ELE): These are departmental elective and open category elective distributed over eight semesters with two semesters per academic year.
- 4.2.4 Mandatory learning courses (MLC): These are courses that must be completed by the students at appropriate time.
- 4.2.5 Project work (PW): Project work may consist of major and mini project work offered by parent department
- 4.2.6 Practical training (PT): The students may complete the training before the beginning of seventh semester.

Table 1:

The total course contents for a 4 year BE Degree Programme will typically consist of following Components

Sl No	Course Structure	Abbreviation	Credits
1	Foundation Courses	FC	40- 55 Credits
	Basic Science Core Courses Engineering Science Core Courses Humanities and Social Science Core Courses		
2	Departmental Core Courses	DC	> = 60 Credits
3	Elective Courses	ELE	> = 40 Credits
	An elective course can be any of the following		
	Program specific electives		
	Open Electives		
4	Project (Mini and Major Project)	MP	8-12 Credits
5	Mandatory Learning Courses	MLE	7 Credits
	Credits	Total	180

4.3 For the award of degree in any branch of four years degree programme, a student has to earn a minimum of 180 credits.

4.4 There shall be at least 14 weeks of teaching in every semester.

4.5 The curriculum and syllabi of each programme shall be notified by the University from time to time after due consultation process.

4.6 Conduct hours and credits: The norms for course credits are as follows:

Lectures/Tutorials – one hour per week is assigned one credit

Practical – two hours session per week is assigned one credit

For example: A theory course with L-T-P schedules 2-1-0 will be assigned three credits

L	T	P	C
2	1	0	3

A Laboratory practical course with a L-T-P schedules of 0-0-2 will be assigned one credits

L	T	P	C
0	0	2	1

4.7 lower and upper limit for course credits registered in a semester by a full time student of a degree programme:

Lower limit – 16 credits

Upper limit – 26 credits

4.8 A student can move next level (second year) only if he/she secures minimum of 22 credits at the end of first year.

4.9 The maximum duration for a student for complying of the degree requirement is eight year from the date of registration for the first semester.

The subjects listed in the semester first and second will be in floating mode except the mathematics – I & II. Institute will be free to make their own pool of subjects with total number of credits not exceeding 26 per semester.

4.10 It is mandatory for a student to earn the required credits as mentioned in each semester i.e. he/she to total of 52 credits in first year.

4.11 A student will be eligible to move to next level (i.e. second year) only if he/she secures minimum 22 credits at the end of first year. However in such cases he/she has to earn the remaining 32 credits as end when he/she chooses to opt for in the subsequent semesters.

4.12 Criterion for pool performance at the end of second registered semester

Table 2: Criterion for pool performance at the end of second registered semester

Performance level	Earned Credits	Decision
Poor	<22	Restart (once only) or termination of registration

4.13 If a student chooses to restart after the first two registered semester then he/she credits earned will be carried over.

5. MINIMUM CREDIT THRESHOLD:

5.1 Students depending on their pace of learning may decide the time and duration of their degree.

5.2 At the end of each semester, student performance will be monitored by the following criterion as mentioned in Table 3. A student can move to the next level (i.e. year) after earning the minimum credits, if he/she fails to earn the minimum credit threshold limit then, he/she has to re-register again in the next academic year.

Table 3: Check point for Credit Threshold

Check Point	Credit Threshold
End of First Year	22
End of Second Year	46
End of Third Year	70
End of Fourth Year	94

5.3 If the student fails to earn 22 credits at the end of second semester as stated above, he/she will get a chance to restart first/second semester again. However he/she can carry over the previously earned credits.

5.4 If a student after eight semesters are short by eight credits will be permitted to register for the same number of credits in the summer at a place to be decided by the University to enable him to complete the degree in the specified period.

6. BRANCH UP-GRADATION:

6.1 The branch up-gradation will be considered only at the end of first year, the performance based on merit during the first year will be the basis for consideration for change of branch.

6.2 All the students who have successfully completed the first year of the course will be eligible for consideration for branch up-gradation, subject to the availability of vacancy in the particular branch, under no circumstances, the total intake cannot exceed the sanctioned intake by AICTE in that particular branch excluding fee waiving scheme.

7. ATTENDANCE REQUIREMENT:

7.1 Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the programme of the study, provided that a shortfall in attendance up to 10% and further 5% can be condoned by the principal of college and vice chancellor of University.

7.2 Attendance required will be maintained based upon the roll calls (or any equivalent operation) in every schedule lecture, tutorial and practical classes. The course coordinator will maintain and consolidates attendance record for the course(lectures/tutorials/practical together as applicable). Head of the institute shall be responsible for maintaining the attendance records for the course run by the institute.

8. EXAMINATION:

8.1 There will be one University examination at the end of each semester. These examinations will be designed as follows:

- (i) During first year : First semester B-Tech, Exam
Second semester B-Tech, Exam
(ii) During second year: Third semester B-Tech exam
Fourth semester B-Tech exam
(iii) During third year: Fifth semester B-Tech exam
Sixth semester B-Tech exam
(vi) During fourth year: Seven semester B-Tech exam
Eighth semester B-Tech exam

8.2 The semester examination will generally be held in December/January and May/June in each year.

8.3 Earning credits: At the end of every semester, a letter grade is awarded in each course for which the student is registered. On obtaining pass grade, the student accumulates the course credits as earned credits.

8.4 Major project evaluation: At the completion of major project, the student will submit a project report which will be evaluated by panel of duly appointed internal and external examiner

9. AWARD OF CREDITS & GRADE

- 9.1 In each semester, the institute will be required to conduct two mid-semester test required to conduct two mid-semester test with a provision of one extra module-up test for theory.
- 9.2 Each student, required for a non-examination course, shall be awarded grade by the concerned faculty for the specific course the grade shall be awarded on the basis of student's performance in various quiz/assignments/laboratory work/class work /mid-semester test.
- 9.3 University from time may instruct the institutes to optimize their process of evaluation.
- 9.4 The distribution of weight age/marks for examination based courses shall be as mentioned below.

(a) Theory Block

i	Quizzes, assignments and regularity	10%
ii	Mid – semester test -	30%
iii	End – semester examination-	60%
Total		100%

(b) Practical Block

i	Lab work and performance, quizzes/assignments and regularity -	80%
ii	End – semester examination-	20%
Total		100%

- 9.5 A unified practical examination (online) for all the practical's mentioned in respective scheme except the major project will be conducted by the University on a notified date before/ after the end semester theory examinations.
- 9.6 The questions for this on line examination will be drawn from the experiments working principles and their procedures, data collection & its interpretation and results achieved during experiments.

9.7 Major project viva-voce examination will be conducted by a panel of duly appointed interval & external examiners by the University.

10. LETTER GRADE & GRADE POINT SYSTEM

Each student, registered for a course shall be awarded grade by the concerned faculty/faculties for the specific subject/paper.

10.1 The grades awarded to the students shall depends upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, minor test & regulatory. The grades to be used and their numerical equivalents are mentioned in Table-4.

Table 4: Credit Based Grading System

% Marks range (based on absolute marks system)	Grade	Grade point	Description of performance
91-100	A ⁺	10	Outstanding
81-90	A	9	Excellent
71-80	B ⁺	8	Very Good
61-70	B	7	Good
51-60	C ⁺	6	Average
41-50	C	5	Satisfactory
31-40	D	4	Marginal
30 & below	F	0	Fail
	I	0	Incomplete
	W	0	Withdrawal

10.2 Semester Grade points Average(SGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject Where $i=1,2,3,\dots,n$ are the number of subjects in that semester

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester where $j=1,2,3,\dots,m$ are the Number of semesters in that course.

11. AWARD OF DIVISION:

Division shall be awarded only after the eighth semester (final semester) examination based on integrated performance of the candidate for all the 4 years as per following details:

CGPA score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Honors
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applied as:

$$\% \text{ marks scored} = \text{CGPA obtained} \times 10$$

12. MERIT LIST

Final merit list of first three candidates in the order of merit shall be declared by the University only after the main examination of final semester for B.Tech programme, on the basis of the integrated performance of all the semesters. The merit list shall include the first three candidates securing at least first division and passing all semesters in single attempts.

13. MEDIUM OF INSTRUCTIONS

The medium of instruction and examination shall be English throughout the programme of study.

14. CONDONATION OF DEFICIENCY

14.1 Deficiency up to three marks can be condoned in any one of the subject (theory & practical) to the best of the advantage of the student for passing the examinations the deficiency can be condoned is not more than two subjects (theory & practical of the same subject shall be considered as two separate subjects for the purpose of awarding grace).

14.2 A candidate securing minimum passing grades in all theory and practical papers but failing to secure minimum CGPA of 5.0 shall be condoned by a margin of 0.01 CGPA.

The candidate whose distinction or first division is affected by 0.01 of CGPA shall be eligible for condonation of 0.01 CGPA on behalf of vice-chancellor for which the candidate has to apply separately

15. GENRAL : Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 73
MASTER OF ENGINEERING/TECHNOLOGY/ARCHITECTURE
(ME./M.TECH./M.ARCH.) FULL TIME/ PART TIME

Civil, Mechanical, Electrical, Computer Science, Auto Mobile Engineering, Digital Communication, Heat Power Engineering, Power System, Structural Engineering, Energy Technology, Nano Technology, Cyber Forensic, Data Sciences, Computer Technology & Application, Information Technology and Biotechnology and Architecture.

- 1.0** This ordinance shall be applicable to candidates admitted in First Year in Master of Engineering/Technology/Master of Architecture.
- 1.1** The post graduate degree "Master of Technology" acronym as M.Tech shall be of Two years (Four semesters) in the branches of Engineering of Civil, Mechanical, Electrical, Computer Science, Auto Mobile Engineering, Digital Communication, Heat Power Engineering, Power System, Structural Engineering, Energy Technology, Nano Technology, Cyber Forensic, Data Sciences, Computer Technology & Application, Information Technology and Biotechnology and Architecture.
- 1.2** The studies and examinations of M.E./ M.Tech./ M.Arch. course shall be on the basis of Marks- Cum - Credit system but semester wise and final evaluation shall be by Credit Based Grading System (CBGS).
- 1.3** NAME OF STATUTORY/REGULATORY BODY :- UGC/AICTE

2. ADMISSION ELIGIBILITY

- 2.1** Every applicant for admission to M.E./M.Tech./M.Arch., first semester shall have passed B.E./B. Tech./B.Arch. or equivalent examination approved by the All India Council of Technical Education (AICTE) in appropriate branch with at least 55% marks in the aggregate. Candidates belonging to SC/ST categories will get relaxation as per the norms of State Government of Madhya Pradesh.
- 2.2** For full time courses applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.
- 2.3** Full time sponsored and all part- time candidates, after passing the qualifying examination, must have at least two years of experience in the relevant field from recognized organizations.
- 2.4** The admissions to M.E./ M.Tech./ M.Arch. courses shall be governed by the rules of the Technical Education and Skill Development Department, Government of Madhya Pradesh, Bhopal and / or any other competent authority authorized by the State Government of Madhya Pradesh for this purpose.

3. EXAMINATIONS

The Post Graduate courses in Engineering/Technology / Architecture leading to the Degree of Masters of Engineering / Technology/ Architecture (M.E./ M.Tech./ M.Arch.) of the University shall be divided into four semesters in the case of full time courses and six semesters in the

3.1 case of part time courses. Each semester would be approximately of six months duration including vacation/preparatory leave / examination / industrial training etc.

3.2 There shall be University Examinations at the end of each semester. These examinations shall be named as:

3.3 The semester examination will generally be held in Nov-Dec. and April-May

(a)	M.E./M.Tech./M.Arch.	First Year
	First semester	-I semester
	Second semester	-II semester
(b)	M.E./M.Tech./M.Arch.	Second Year
	Third semester	-III semester
	Fourth semester	-IV semester
(c)	M.E./M.Tech./M.Arch.	Third Year
	(Only for part time courses)	
	Fifth semester	-V semester
	Sixth semester	-VI semester in each yr

3.4 The Fourth semester in the case of full time course and sixth semester in the case of part time course is the semester for project. During this semester the candidate shall devote himself for the research work, in connection with any of the aspects of technology relevant to the course selected, and assigned to him/her by the Head of the Department concerned in the respective college. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the semester the candidate shall submit three typed or printed copies of the dissertation written by him/her to the University through the Director/Principal of the college. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

3.5 The candidate shall be permitted to appear at the semester examination provided he/she has successfully prosecuted a course of study in the University teaching department or in an affiliated college for that semester in the concerned course, with stipulated attendance as mentioned in para 12 of this ordinance.

A candidate who has failed in any subject of a semester shall be permitted to reappear in that subject in subsequent examination, subject to conditions given at para 10.3 of this ordinance

PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Master of Engineering/Technology/ Master of Architecture course will be promoted to the higher class in accordance with the following rules:

- 4.1** For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 4.2** To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
- 4.3** A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 4.4** The result of fourth and final semester for full time candidates and sixth and final semester for part-time candidates shall be declared only if the candidates have fully cleared all the previous semesters.
- 4.5** If a candidate has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.1 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of two theory /practical, subjects chosen from subjects of first to third semesters for full time candidates and first to fifth semesters for part time candidates in the ensuing examination. Theory and practical of a subject shall be treated as separate subjects.
- 4.6** Other than the provision of rule 4.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.
- 4.7** A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

5.0 AWARD OF CREDITS AND GRADES

Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Standing

- 5.1** Committee of Academic Council and the Executive Council. Only approved courses can be offered during any semester.
- 5.2** A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by Standing Committee of Academic Council and Executive Council of the University.
- 5.3** The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by Standing Committee of Academic Council and Executive Council of the University subject to such stipulation as given under.

(a)	Theory Block	
i.	Quizzes, assignments and regularity	10%
ii.	Mid-semester tests-	20%
iii.	End-semester examination-	70%
Total		100%

(b)	Practical Block	
i.	Lab work and performance, quizzes, assignments and regularity-	40%
ii.	End-semester examination-	60%
Total		100%

5.4 Project work shall be treated as practical subject.

5.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.

5.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester tests and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

5.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i th subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i th subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{i=1}^n SGPA_i}{\sum_{i=1}^n NC_i}$$

- Here NC_j is the number of total credits offered in the j th semester, SG_j is the SGPA earned in the j th semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

5.8 The grade sheet at the end of each even semester examination shall show CGPA till the end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in para 7.0 of this ordinance.

6.0 CONDONATION OF DEFICIENCY

One grace mark will be given to the candidate who is either failing in any semester or missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the M.E./ M.Tech./ M.Arch. examination.

7.0 AWARD OF DIVISION

7.1 Division shall be awarded only after the fourth (sixth for part time course) and final semester examination based on integrated performance of the candidate for all the two (three for part time course) years as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Honors
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division

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7.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable:

$$\text{PERCENTAGE MARKS SCORED} = \text{CGPA} \times 10$$

8.0 POST GRADUATE DIPLOMA

8.1 A candidate on successfully completion of the first three semesters of full time course or the first five semesters of part time course, with minimum cgpa of 5.0, shall be eligible for the award of a post graduate diploma in engineering if he/she withdraws from course or fails to submit his/her project report within the maximum duration of the course. The grade and division shall be assigned in post graduate diploma as per the scales laid down in relevant clauses of this ordinance.

A candidate who possesses a Post Graduate Diploma in Engineering of the University shall be eligible for admission to the fourth semester in case of full time and six semester in case of part time for the purpose of completing the course, leading to the Master's Degree in Engineering within maximum duration of this course as per para 10.3 of this Ordinance, provided that immediately after the declaration of the results of the final semester

8.2 Examinations and before conferment of the Degree of (M.E./M.Tech.) the candidate shall surrender to the University the Post graduate Diploma he/she possesses.

9.0 RE ADMISSION

- 9.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Director/Principal of the college, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

10. DURATION OF COURSE

- 10.1 There shall be at least fourteen weeks of teaching in every semester.
10.2 One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
10.3 The maximum duration of the course shall be Five years in the case of full time candidates and seven years in the case of part time candidates.

11.0 MERIT LIST

In the notification declaring the results of the final semester examination for the Degree of M.E./ M.Tech./ M.Arch. , the names of the first candidate in order of merit in each branch shall be notified by the University, separately, for full time and part time courses, securing at least first division and passing all semester examinations in single attempt.

12.0 ATTENDANCE

Candidates appearing as regular students for any semester examination shall be required to attend at least 75% of lecturers delivered and of the practical's held, separately in each paper, provided that a short fall in attendance up to 10% and 5% can be condoned by the Director/Principal of the College and Vice Chancellor of JNCT Professional University, Bhopal respectively, for satisfactory reasons.

13.0 MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and examination shall be English throughout the course of study.

14.0 GENERAL

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

ORDINANCE NO - 74
MASTER OF TECHNOLOGY (M.TECH) INTEGRATED

**CIVIL, MECHANICAL, ELECTRICAL, ELECTRONICS, COMPUTER SCIENCE,
ELECTRONICS AND COMMUNICATION, MINING, MINES SURVEYING,
INFORMATION TECHNOLOGY**

1.0 Name of Programme

Master of Technology (M.Tech) Programmes

The Post Graduation course shall be offered with specialization in the following subjects:

Civil, Mechanical, Electrical, Electronics, Computer Science, Electronics and Communication, Mining, Mines Surveying, Information Technology

2.0 Name of School / Faculty - Faculty of Science & Technology

**3.0 Duration - The Post Graduation course shall be for Five Years (Ten Semesters)
Maximum Period of Programme completion: 7 (Seven) Years.**

4.0 Eligibility

A candidate will be eligible for admission to the first semester of this course only if he/she fulfills the following requirements: (i) That the candidate has passed the Senior Secondary Certificate (10+2) Examination with at least five subjects from any recognized Board/ University with Physics and Mathematics as compulsory subjects along with anyone of the following subjects: (a) Chemistry; (b) Bio-Technology; (c) Computer Science; (d) Biology or the candidate has passed Diploma Course in Engineering/Technology of three year duration or more from a recognized Board/ University or its equivalent Diploma Examination.

5.0 Admission process - Admission to the programme shall be made by admission committee approved by the Vice-Chancellor. The admission process shall take place as per JNCT Professional University, Bhopal norms.

6.0 Number of Seats for the Programme

It will be decided by the Board of Management of JNCT Professional University, Bhopal from time to time.

7.0 Fee Structure

- i. All the fee categories including Programme fee and the examination fee shall be determined by the University from time to time, and shall be payable by students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

- iii. Fees, once paid, and if a student has started attending the classes, are not refundable in any case except for the caution money. In some case of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees. However, the student shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

8.0 Programme Structure

The Post Graduate degree course of M. Tech shall consist of:

- Such courses (papers) as prescribed by the Academic Council of the University
- Such a job internship, lab work, practical, Industrial training, projects etc. as may be prescribed by Board of Studies/ Academic Council of the University
- Such scheme of examination as prescribed, by the Board of Studies/Academic Council of the University from time to time.
- The Curriculum & Syllabus of the Course related to this program will be as prescribe by the respective Board of Studies and Academic Council.

9.0 Academic Year

There will be normally one academic cycle every year from July to June comprising of two semesters. i.e. July to Dec and Jan to June or on annual pattern basis.

10.0 Examination and related Regulations:

An Examination pattern shall be applied as per JNCT Professional University, Bhopal norms.

11.0 Medium of Instructions and Examination

The medium of instruction and examinations shall be English.

12.0 Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Candidates appearing as regular students for any semester examination are required to attend 75% of the theory and practical classes separately in each subject of the course of study, provided that a shortfall in attendance upto 10% and a further 5% can be condoned by the Head of the Department and Vice-Chancellor of the JNCT Professional University, Bhopal respectively for satisfactory reasons.

13.0 There shall be at least fourteen weeks of teaching in every semester.

14.0 In every semesters, deficiency upto one mark (in both theory as well as practical) can be condoned to the best of the advantage of the students for passing the exams.

15.0 One grace mark can be condoned to the candidate by VC who is failing/missing distinction/missing first division at the completion of the course. This benefit will not however, be available to a candidate getting advantage under clause 15.

16.0 Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO - 75**Master of Computer Application (MCA)****1. PROGRAMME & FACULTY**

- 1.1 This ordinance shall be applicable to the three years (Six Semesters) post graduate programme like master of Computer Application (MCA), MCA (AIML) MCA (DSV) Course.
- 1.2 The course shall be run on semester system. The program will be offered by faculty of Engineering & Technology after the recommendation of Board of Studies and approval by academic Council.
- 1.3 The ordinance shall be applicable to all the University Teaching Department /Institutes /School of this University.

2. DURATION

- 2.1 The duration for these courses of study shall be of Three Years (Six Semesters).
- 2.2 A candidate has to complete the entire course of Post graduate Degree within a maximum period of six years from the session of first admission.

3. INTAKE & FEES

- 3.1 The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval to the regulatory body, if any.
- 3.2 Fees of these programs will be decided by the Board of management subject to the approval of regulatory body, if any .

4. ACADEMIC YEAR

- 4.1 There will one academic cycle year starting from July to June.

5. ELIGIBILITY

- 5.1 For admission in MCA 1st semester programme a candidate should have a Bachelor's Degree of minimum 3 years duration of a recognized University in Physics, Chemistry and Mathematics (PCM).

- 5.2 For admission in MCA 3rd semester (Lateral entry) a candidate should have passed 12th (PCM) with BCA.

6. ADMISSION PROCEDURE

Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in News papers, on the University's website, Notice Board of University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission / short listed based on merit will be displayed on the notice board of the University/ University's website or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet / School /College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4 If a candidate admitted provisionally under the clause (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5 The application form may be rejected due to any of the following reasons:
- 6.5.1 The candidate does not fulfill the eligibility conditions.
 - 6.1.2 The prescribed fees are not enclosed.
 - 6.1.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.1.4 Supporting documents for admission are not enclosed.
- 6.6 Enrollment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. COURSE STRUCTURE

- 7.1 The undergraduate course in semester shall consist of:
- 7.1.1 Such Courses (Papers) as prescribed by the University.
 - 7.1.2 Such job Internship, Lab Work, Practical, in plant Training, Projects, etc. as may be prescribed by the University.

7.1.3 Such scheme of examination as prescribed by the University from time to time.

7.2 The MCA course is six semester duration consisting of five semester classroom study/ practical and one semester project Work. The sixth semester is for project work during this semester the candidate shall devote himself /herself for the research work, in connection with any of the aspects of computer application relevant to the course selected, and assigned to him by the Head of the Department concerned in the respective college. Prior to submission of dissertation, candidate shall present a pre submission seminar on his/ her work. At the end of the semester the candidate shall submit three typed or printed copies of the dissertation written by him/ her to the University through the Director / Principal of the college. The dissertation should be accompanied by the Certificate from the Head of the Department and the projects supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

8.1 The medium of instruction can be Hindi or English. However, the term end examination will be in English only.

9. EXAMINATION SCHEME

9.1 No candidate shall be allowed to take the term end Semester examination unless one has:

- 9.1.1 Attended at least 75% of Lectures/ Practical delivered.
- 9.1.2 Paid all the fees due.
- 9.1.3 Obtained 'No Dues' certificate from the concerned Department /College.
- 9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.
- 9.1.5 Received in Plant/ Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private/Ex. University.

9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE)/ Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

9.2.1 50% marks of each paper will be earmarked for internal assessment (For each year, there will be at least two midterm examinations).

9.2.2 Main examination will carry 50% marks.

9.2.3 For passing the examination the candidate that be required to secure at least 'D' grade in University examination separately in the term- end theory, parietal and internal assessment in each of the prescribed paper in the subject and practical are also to be cleared separately.

- 9.2.4 There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE

- 10.1 There shall be supplementary or second examination in between the semester exam.
- 10.2 A candidate may provisionally continue his/ her studies In higher semester class after the examination of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semester are declared at which he /she had appeared.
- 10.3 If a candidate fails in not more than one paper in any one semester examination, he/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
- 10.4 provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex student in the next examination of the same semester.
- 10.5 provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation. Mark sheet for each semester will be issued in the sixth semester once the candidate clears all the papers.

11. AWARD OF CREDITS AND GRADES

Once hour of conduct in Lecturer (L) Tutorial (T) & two hours of Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

- 11.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end-semester examination and regularity, as proposed by respective board of studies and approved by Academic Council.
- 11.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and promotion to higher semester.
- 11.2.1 To pass a particular subject of the course the minimum required Grade is D. However, the candidate should also separately score minimum of the subject. For practical examination one

external examiner from outside the institute shall always be there.

11.2.2 If a candidate has passed all the subject of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three Theory/ Practical Subjects, in the ensuing examination (Theory and Practical of a subject be treated as separate subjects.)

11.2.3 Other than the provision of clause (11.2.2) above, a candidate shall not be permitted to reappear in that examination, for improvements of Division / Grade or for any other purpose.

11.3 Practical Training and Project Work shall be treated as practical subjects.

11.3.1 In each semester, there will be normally three mid semester tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice- Chancellor.

11.3.2 The grades to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class, work, mid semester exam and regularity.

11.3.3 The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

The semester Grade

Points Average (SGPA) and Cumulative Grade Pont Average (CGPA) Shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{i=1}^n SG_i NC_i}{\sum_{i=1}^n NC_i}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, M$, are the number of semesters in that course.

- 11.4 The grade sheet at the end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination grade sheet at the end of final semester examination of the course shall also indicate CGPA.

12. CONDONATION OF DEFICIENCY

Deficiency up to five marks can be condoned of the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (Theory and Practical) of the same subject shall be considered as two separate subjects. For the purpose of awarding grace marks) in a each semester.

13. AWARD OF DIVISION

- 13.1 Division shall be awarded only after the six and final semester examination based on integrated performance of the candidate for all the three years as per following details:

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division with Honors
$7.5 \leq CGPA < 7.5$	First Division
$7.5 \leq CGPA < 6.5$	II nd division
$CGPA < 5.0$	Fail

- 13.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{CGPA \text{ Obtained} \times 100}{10}$$

14. MERIT LISTS

- 14.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who the candidates who have passed in one attempt.

- 14.2 Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least first Division and passing all semesters in single attempt.
15. **EXAMINATION CENTERS** - University examination centers will be notified by the University.
16. **GENERAL**
- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor the Vice-Chancellor shall be competent to change the system/pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the jurisdiction of District Court, Bhopal.
- 16.4 The Provisions of this ordinance shall change as per the directive of regulatory authority.

ORDINANCE NO - 76**Certificate Course on Remotely Piloted Aircraft (RPA)/Drone Pilot' (One Year Program)**

Remotely Piloted Aircraft (RPA)/Drone Pilot' Trade is one of the newly designed course under Craftsmen Training Scheme (CTS). It mainly consists of Domain area and Core area. Domain area (Trade Theory and Trade Practical) imparts professional skills and knowledge, while Core area (Employability Skills) imparts requisite life skills. During the 12 months duration of course a candidate is trained on professional skills and knowledge. In addition to this a candidate is entrusted to undertake project work and Extra-Curricular Activities to build up confidence. After passing out of the training programme, the trainee is awarded National Trade Certificate (NTC) by JNCT Professional University, Bhopal.

AIMS & OBJECTIVE:

The main aim of this certificate course is to expose the eligible candidates to newer methods of skill oriented program in Remotely Piloted Aircraft (RPA)/Drone Pilot. The candidate can join Aviation industry/other sectors as drone Pilot for implementing different applications of Drone. Further, they can work in a Drone service centre or start own Drone Training Academy.

Further, the candidates can Read and interpret technical parameters/ documentation, executes work, identify necessary materials and tools. Perform tasks with due consideration to safety rules, accident prevention regulations. Apply professional knowledge & employability skills while performing the job and maintenance work. Check the circuit/ equipment/ panel as per drawing for functioning, identify and rectify faults/ defects. Document the technical parameters related to the task undertaken.

THE BROAD COMPONENTS

The trainee begins with learning first aid, fire fighting and various safety practices for working in industrial environment. Recognizes DGCA Safety Regulations & develop safety attitude while flying Drones. Identifies & selects different types of Drones & Fundamentals of Flight (Aerodynamics), ATC procedures & Radio Telephony, different regulations of DGCA, Civil Aviation Requirements, Weather and meteorology. Develops & applies knowledge of Airframes, Electric motors & Propellers. Identifies & selects Electronic Speed Controllers (ESC) & flight Controllers for Drones. Recognizes application of Batteries, Chargers & Connectors, Transmitters & Receivers, Cameras, Gimbals & other payloads. Applies knowledge of Ground Control Stations & FPV. Performs Assembling, MRO & battery care of Drones. Identifies & selects Basic operating features of a Drone Flight Simulator. Fly a Drone with instructor and then perform solo flight (Virtual reality training & live Drone flying). Carry out entire flying operations from pre-flight checks to after flight checks while flying a drone in simulator training & live training. Also the trainee will learn to Communicate with required clarity, understand technical English, environment regulation, productivity and enhance self-learning.

QUALIFICATION OF INSTRUCTORS

1. For Remotely Piloted Aircraft (RPA)/Drone Pilot

M. Tech/ B. Tech or equivalent in Aeronautical engineering /ECE/EEE/Mechatronics with one year experience in building & piloting drones and good at teaching. Candidates with experience of a drone project or a project experience in Robotics are preferred.

(II) For Employability Skill

MBA OR BBA with two years experience OR Graduate in Sociology/ Social Welfare/ Economics with Two years experience OR Graduate/ Diploma with Two years experience and trained In Employability Skills from DGT institutes.

2. INTAKE & FEES:

The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

3. COMMENCEMENT AND DURATION:

Scheduled period for the completion of the Program is 1 year. Maximum duration of Program completion is 2 years or as per University Policy. Each Academic year shall comprise of 2 semesters each

The Program shall generally commence in July/August every year barring exceptional circumstances.

Each semester shall be spread over not less than 90 teaching days. Ten day vacation as semester break shall be granted to the students between two semesters.

4. MEDIUM OF INSTRUCTION:

Medium of instruction and examinations would be English /Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

5. ATTENDANCE:

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester or as per University policy.

6. ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of the course and at the end of the course.

7. The Internal Assessment during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes.

8. The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NTC will be conducted by NCVT as per the guideline of Govt of India. The pattern and marking structure is being notified by Govt. of India from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

9. ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/ wastage and disposal of scrap/ waste as per procedure, behavioural attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency. Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

Performance Level	
(a) Weightage in the range of 60%-75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices	<ul style="list-style-type: none"> • Demonstration of good skill in the use of hand tools and workshop equipment. • Below 70% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A fairly good level of neatness and consistency in the finish. • Occasional support in completing the project/job.
(b) Weightage in the range of 75%-90% to be allotted during assessment	

For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices	<ul style="list-style-type: none"> • Good skill levels in the use of hand tools and workshop equipment. • 70-80% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A good level of neatness and consistency in the finish. • Little support in completing the project/job.
(c) Weightage in the range of more than 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none"> • High skill levels in the use of hand tools and workshop equipment. • Above 80% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.

10. EXAMINATIONS:

Internal Assessment shall be based on class work / assignments / attendance.

Mid Sem or Half yearly examination: One half yearly exam in case of yearly exam and two mid semester examinations shall be conducted in each semester and marks of the best of two will be considered for the final result of that semester.

University Examination shall be conducted as per Rules & Ordinance of JNCT Professional University, Bhopal

11. COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements for one semester :

S. No.	Course Element	Nonional Training Hours
1.	Professional Skill (Trade Practical)	510
2.	Professional Knowledge (Trade Theory)	102
3.	Employability Skills	55
4.	Library & Extracurricular Activities	13

5.	Simulator Training & Live Training	280
6.	Specific Course content as per DGCA Guidelines	40
7.	Revision & Examination	40
	Total	1040

National Skills Qualification Framework (NSQF)

National Skill Qualification Framework total 10 (Ten) Levels are defined. Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- Process
- Professional knowledge
- Professional skill
- Core skill
- Responsibility

The Broad Learning outcome of 'Remotely Piloted Aircraft (RPA)/ Drone Pilot' Trade under CTS mostly matches with the Level descriptor at Level- 4. The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	Work in familiar, predictable, routine, situation of clear choice	Factual knowledge of field of knowledge or study	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	Language to Communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment	Responsibility for own work and learning

Distribution of training on hourly basis:

Semester - I

Total hours /week	Trade practical	Trade theory	Employability Skill	Extra-curricular activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours

Semester - II

Total hours /week	Trade practical	Trade theory	Employability Skill	Extra-curricular activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours

13. LEARNING OUTCOME WITH ASSESSMENT CRITERIA**GENERIC LEARNING OUTCOME**

LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Apply safe working practices	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements, and according to policy.
	1.2 Recognize and report all unsafe situations according to policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to work policy and procedures.
	1.4 Identify, handle and store/ dispose-off dangerous goods and substances according to policy and procedures following safety regulations and requirements.
	1.5 Identify and observe policies and procedures with regard to illness or accident.
	1.6 Identify safety alarms accurately.
	1.7 Report supervisor/ competent of authority in the event of accident or sickness of any staff and record accident details correctly according to accident/injury procedures.
	1.8 Identify and observe evacuation procedures according to site policy.
	1.9 Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	1.10 Identify basic first-aid and use them under different circumstances.
	1.11 Identify different fire extinguisher and use the same as per requirement.
2. Comply with environment regulation and housekeeping	2.1 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	2.2 Deploy environmental protection legislation & regulations.
	2.3 Take opportunities to use energy and materials in an environmentally friendly manner.
	2.4 Avoid waste and dispose waste as per procedure.

3. Assist in exigencies and carry out elementary first-aid during emergencies.	3.1 Demonstrate elementary first-aids.
	3.2 Demonstrate safety practices to be observed in kitchen.
	3.3 Demonstrate use of personal protective dresses.
	3.4 Identify emergency exit route.
	3.5 Demonstrate fire fighting procedure using fire extinguishers.
4. Work in a team, understand and practice soft skills, technical English to communicate with Required clarity.	4.1 Obtain sources of information and recognize information.
	4.2 Use documents, regulations and occupationally related provisions.
	4.3 Conduct appropriate and target oriented discussions with higher authority and within the team.
	4.4 Present facts and circumstances, possible solutions & use English and French terminology.
	4.5 Resolve disputes within the team.
	4.6 Conduct written communication.
5. Explain energy conservation, global warming, pollution, and contribute in day-to-day work by using available resources optimally.	5.1 Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	5.2 Explain standard procedure for disposal of waste.
6. Explain personnel finance, entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.	6.1 Explain personnel finance and entrepreneurship.
	6.2 Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/non-financing support agencies to familiarize with the policies/programmes, procedure & the available scheme.
	6.3 Prepare a report to become an entrepreneur for submission to financial institutions.

SPECIFIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
7. Identify & select different types of Drones and illustrate Fundamentals of Flight (Aerodynamics).	7.1 Identify & select different types of Drones.
	7.2 Identify basic components of Drones.
	7.3 Recognise basic principles of flying like Bernoulli's Principle etc.
	7.4 Apply principles of flight to Drones.
	7.5 Identify Longitude/Latitude etc.
8. Interpret DGCA Safety Regulations & observe safety guidelines, ATC procedures & Radio Telephony, Weather	8.1 Apply workshop safety norms.
	8.2 Identify & select safety rules while flying a drone.
	8.3 Apply DGCA safety regulations.
	8.4 Recognize Do's and Don'ts of drone flying.

and meteorology as a Drone Pilot in flying a Drone.	8.5 Recognize issues Drone pilots encounter including airspace, traffic patterns etc.
	8.6 Perform Radio telephony using Standard radio terminology and RT Phraseology.
	8.7 Communicate with ATC including Position, Altitude Reporting etc.
	8.8 Identify & prepare specific Flight Planning Procedures for specific drone flights.
	8.9 Take METAR from MET office/ ATC before flying.
9. Identify & select different Airframes & Propellers in drone flying.	9.1 Recognize multi rotor design, various configurations, airframe sizes and construction materials.
	9.2 Identify different propeller designs.
10. Explain & apply knowledge of Power systems viz. Electric motors, Batteries, Chargers, Connectors etc. in drone flying.	10.1 Calculate motor ratings for load capabilities for a drone build.
	10.2 Identify different electricity fundamentals (Wattage, voltage, Amperage and their relationship) and soldering techniques.
	10.3 Identify parallel vs. serial arrangements of batteries.
	10.4 Perform charging, balancing and cell connectors.
11. Identify & select various Controllers like Electronic Speed Controllers (ESC), Transmitters, Receivers & flight Controllers for Drones.	11.1 Identify different role of ESCs.
	11.2 Calibrate and mount ESCs..
	11.3 Recognize different sensors & their applications in drones.
	11.4 Apply sense-and-avoid technology
	11.5 Identify GPS applications in drone flying.
	11.6 Distinguish GPS open source vs. closed source programming.
	11.7 Compare current FCs on the market.
	11.8 Identify different radio control systems, controllers, transmitters and receivers, Frequency bands and programming transmitters.
12. Plan & estimate different payload considerations like Cameras, Gimbals & other payloads and make use of them in drone flying/ Maintenance.	12.1 Plan & estimate payload considerations.
	12.2 Explore camera options, resolution etc.
	12.3 Identify & select other pay load possibilities.
	12.4 Identify different payloads including cameras like Lidar, Thermal, RGB, Hyper spectral etc.
	12.5 Use different payloads in drone flying/maintenance.
13. Apply knowledge of Ground Control Stations & FPV.	13.1 Track data using telemetry.
	13.2 Plan Drone missions.
	13.3 Perform 3D mapping and modeling.
	13.4 Carry out First-person-view (FPV) flying & drone

	rating.
14. Perform Assembling, MRO & battery care of Drones.	14.1 Perform assembling & de assembling of drones.
	14.2 Carry out Maintenance Repair and Overhaul (MRO) of the drone.
	14.3 Apply safety precautions while handling LiPo batteries.
15. Identify basic operating features of a drone flight simulator and fly a Drone in simulator training & live training for various applications first with instructor & then solo (70% of flying practice in simulator and rest 30% in live flying).	15.1 Identify Basic operating features of a drone flight simulator.
	15.2 Select different aircrafts/drones and aerodromes.
	15.3 Carry out Demo flight in Drone Flight Simulator.
	15.4 Perform Pre-flight checks and start-up.
	15.5 Prepare & coordinate drone flight.
	15.6 Take-off drone and carry out flight stage.
	15.7 Do Approach and safe landing.
	15.8 Perform after flight checks.
	15.9 Identify emergency and handle it accordingly.
	15.10 Tackle In flight emergencies, Loss of link, Fly-aways (Straying).
	15.11 Loss of power, Control surface failures etc.
	15.12 Perform Practical flying with instructor in drone simulator.
	15.13 Perform Practical flying without instructor in drone simulator.
	15.14 Fly a live drone with instructor.
	15.15 Fly a live drone without instructor/Solo.

14. JOB ROLE ON COURSE COMPLETION

On completion of the course candidate can take photography for Real estate, Film Making, special events, Journalism, Agriculture etc., can apply it for liquid pesticides, fertilizers, herbicides, seeding, farm land mapping & surveying, crop theft or theft by animal etc. Provides key surveying capabilities and point the way to new excavation sites for mapping archaeological remains. Inspects infrastructure from power lines to pipelines, which are often in hard-to-reach, dangerous places to mitigate hazardous, time consuming and expensive work. Not only are they cutting costs, reducing time and decreasing injuries, but with drones, Individual can also obtain high- quality, detailed images of overhead utility lines to look for damage, corrosion and more. They are able to provide engineers with real-time data, images and post-inspection analysis—the benefits of which are causing a shift away from traditional utility inspection methods. Carries on commercial Inspection of Bridges, Cell & TV Towers, Wind Turbines, Power lines, Pipe Lines & even solar panels. Checks roofs, chimneys, sliding bricks and other structures for exterior damage as Residential Home Inspection. Uses drones for wild life Management & conservation where wildlife drones can be used in many different ways, from small multi-rotor units that can scare invasive birds away from crops, to fixed-wing aircraft that fly above rainforests to spot orangutan nests. Provides more precise data than traditional ground-based techniques when it comes to monitoring seabird colonies. Individual may use it for law and order and aerial surveillance in police departments for Public

Service Surveillance. Applies it in E-Commerce: for a variety of purposes: to take inventory, streamline its distribution system and use for deliveries to customers. Medical drones are the future of disaster relief, providing much-needed help to isolated areas. Can take part in Drone Aerobatics show & Aerial Advertising.

15. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Dean / Director / Principal / Head of Department/Institutions/Constituent College/Schools. The decision of the Vice Chancellor shall be final.

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1. ACADEMIC YEAR/ SESSION

- 1.1 The Academic Year /Session means two semesters during which a cycle of educational work is completed. It shall commence as per the Academic Calendar /Semester schedule notified by the Vishwa Vidyalaya (V.V.) from time to time.
- 1.2 Each semester shall consist of minimum 105 working days. At least 80% of the scheduled classes must be held in a semester.

2. ADMISSION OF FRESH ENTRANTS

- 2.1 Admission of candidates to Bachelor Degree Courses of the VishwaVidyalaya shall be made through the entrance test being conducted by the university/ exam conducting body.
- Candidates selected by ICAR entry test shall be admitted over and above the prescribed seats from time to time.
- Admission of Non Residential Indians (N.R.I.) shall be done subject to their fulfillment of prescribed minimum admission requirements and other conditions laid down by the Govt. of M.P., Department of Agriculture and V.V. from time to time.
- 2.2 New entrants must report in persons to the respective Dean of the College on the stipulated date of admission notified by the VishwaVidyalaya for payment of fees etc. and for the registration.
- 2.3 The admission to a course shall consist of the following steps.
- (a) Payment of fee as prescribed by the VishwaVidyalaya
 - (b) Registration of courses
 - (c) Clearance of medical test
- 2.4 No registration in absentia shall be permitted.
- 2.5 The candidates selected / nominated for admission to a degree programme of the Vishwa Vidyalaya shall become enrolled students of Vishwa Vidyalaya only on completion of all the formalities prescribed by the Vishwa Vidyalaya time to time.

3. REGISTRATION BY CONTINUING STUDENTS

Students on roll of the V.V. must report physically to the Dean of the college and pay requisite fees prescribed for a semester and register the prescribed courses.

4. ADVISORY SYSTEM

- 4.1 Every student shall be assigned to an Advisor by the Dean of the College soon after the admission. The advisor will be chosen from amongst the teachers. The advisor will provide guidance in academic and personal matters to the student during the course of his/ her studies.
- 4.2 A Class Advisor from teaching staff is to be nominated for the batch till the degree programme. Advisor will monitor and maintain advisee's academic performance and will keep in touch with the academic progress of the student. He will interact with his advisees regularly and keep a track of his/her curricular activities including attendance in classes and hostel etc.

5. CREDIT, CURRICULUM AND PROGRAMME OF STUDY

- 5.1 Credit means contact time per week devoted by a student in class, laboratory, field work and library, etc. Accordingly, credits for a course are distributed in to theory and practical separately.

Normally, 1 Credit means 45 minutes contact time per week in case of theory and 90 minutes per week in case of practical.

- 5.2 Course means a series of classes and work experience extended over a semester.
- 5.3 The students admitted in the V.V. shall be required to follow the course curriculum as prescribed by ICAR from time to time. A copy of the course curriculum will be issued to new entrants at the time of registration, by the Dean.

6. AWARD OF DEGREE, RESIDENTIAL REQUIREMENT AND PERMISSIBLE TIME LIMIT FOR COMPLETION OF DEGREE

- *7.1 The residential requirement and maximum period for different degree programmes in terms of number of semesters shall be as below:

Degree Programme	Residential Requirement (Semester)	Maximum Period (Semester)
B.Sc.(Hons)Agriculture	8	12

Provided that if a student has acquired the status of final year class and could not pass the prescribed courses within the stipulated period laid down in Clause 7.1, the Dean of the Faculty after scrutiny of the case on merit and subject to good conduct of the student can extend the period by not more than two semesters. Further extension of the period for two more semesters may be permitted by the Vice Chancellor only on convincing grounds.

- 7.2 (a).The semesters washed out on account of withdrawal, dropping of his own failure in time shall not be counted towards residential requirements.
- (b).The semester washed out on account of use of unfair means, indiscipline etc. shall be counted toward the residential requirement.
- 7.3 A student whose semester(s) has been washed out can resume his / her studies in the subsequent year in the semester in which he /she left his/her studies provided that.
- (a). He/she has completed at least one semester as a regular student.
- (b). The total period of gap shall not exceed 4 semesters including the semester in which he / she left his / her studies. During the gap no fee will be charged from the student and a permission of the gap shall be obtained from the Dean.

8. MEDIUM OF INSTRUCTION

The medium of instruction in all colleges of Agriculture will be English.

9. ATTENDANCE REQUIREMENT

- 9.1 Students are expected to attend all lectures and laboratory/field practicals scheduled during a semester. Attendance of a student in a course should be atleast 75% of the scheduled classes in a semester, failing which he / she will be debarred from appearing in final examination. For this purpose, theory and practical classes will be counted separately.
- 9.2 If all the students of a class (year) remain absent in mass from the classes for a total period exceeding 10 working days continuously in a semester, their entire semester shall be treated as cancelled and the fees etc. paid by them shall be forfeited.
- 9.3 If a student falls short of attendance in any course(s) theory or practical(s) he / she shall not be allowed to appear in the final examination and he / she will be treated as fail in that course.
- 9.4 Teaching shall commence from the next day of registration, and attendance will be counted from that day up to a week before the commencement of final examination. The students who miss classes due to their participation in scheduled sports, athletic and other extra curricular activities at inter-collegiate, inter-university, inter-state or National level competitions, etc. shall be treated as present. However, they will have to submit relevant certificate from the Sports Officers / the In-charge Sports Officer of the college / In-charge cultural programme of the college or Vishwa Vidyalyaya.
- 9.5 Students who have been registered only for clearing course(s) in which they have failed [repeat course(s)] are not required to attend classes.
- 9.6 The Deans of colleges shall notify the eligibility of student to appear in final theory or practical examination seven days in advance of the examination. A notice to this effect shall be displayed on the college notice board.
- 9.7 A student who has fulfilled attendance requirement but fails to appear in the theory or practical or both shall be treated as fail in concerned course.

10. EXAMINATION AND EVALUATION

10.1 The academic performance of the student shall be assessed through mid-term, theory and practical examinations conducted during an academic session.

10.2(a). (i). **Total marks assigned to a course will be 100; it will be distributed as below:**

Mid- term examination	-	30 (for courses with Practical and Theory)
		40 (with Theory only)
Practical examination	-	15 (for courses with Practical and Theory)
		100 (for courses with Practical only)
Assignment	-	5 (for courses with Practical and theory)
	-	10 (with theory only)
Final Theory examination	-	50

Pattern of Mid-term Examination

1. It shall be of 30 marks for the course with practical and theory both.
2. It shall be of 40 marks for the course with theory only.
3. No mid term examination for the course with practical only.
4. Maximum time for examination shall be 1 hour.
5. (a) **Mid term examination (Theory & Practical)–Max. 30 Marks**
 - (i) Objective type 50 % (15 questions of multiple choice and/ or fill in the blank type only)
 - (ii) Short answer type 50% (5 questions of 3 marks)
- (b) **Mid term examination (Theory only)–max. 40 marks**
 - (i) Objective type 50% (20 questions of multiple choice and /or fill in the blank type only)
 - (ii) Short answer type 50% (5 questions of 4 marks)
6. The portion for mid term examination shall be 50% of the proposed course curriculum.
7. Mid term examination shall be conducted as per academic calendar notified by the Vishwa Vidyalaya.

Pattern of Practical Examination

1. It shall be of 15 marks for the course with practical and theory both and 100 for the course with practical only.
2. Maximum time for practical examination shall be 2 hours for the courses with practical and theory both and 3 hours for the course with practical only.
3. The following examination pattern shall be adopted for 100 and 15 marks practical.

S. No.	Particulars	Practical for 100 marks	Practical for 15 marks
a.	Exercise–I	30 Marks	4 Marks
b.	Exercise–II	20 Marks	3 Marks
c.	Exercise–III	20 Marks	3 Marks
d.	Viva-voce	20 Marks	3 Marks
e.	Practical record	10 Marks	2 Marks
Total		100 Marks	15 Marks

4. One external examiner shall be appointed by the Professor & Head for each practical examination. Question paper of examination and Viva-voce are the responsibility of internal and external examiner.

5. Date of examination shall be same at Vishwa Vidyalaya level as per the academic calendar.

For Assignment

1. It shall be of 5 marks for the course with practical and theory both and 10marks in case of course with theory only.
2. Instructor shall assign separate topic related to subject for assignment to group of student at the start of session.
3. For the course with theory and practical both, assignment shall be practical oriented and student must submit the assignment on the day of practical examination. It has to be evaluated by the external examiner.
4. For the course with theory only, assignment has to be submitted by the students at least one month before final examination.
5. The result of assignment has to be submitted 15 days prior to final examination for the courses with theory only; whereas, for the courses with theory and practical both should be submitted with the result of practical examination.

Pattern for Final Examination

1. Question paper shall be prepared by the external examiner.
2. It shall be of 50marks.
3. Maximum time for the examination shall be 3 hours.
4. **Part A:** It is a compulsory part of 10 marks with five questions (with out any option) short answer type question.
5. **Part B:** It consists of five questions containing 10 marks each. Out of five questions student shall attempt four questions only.

- (ii). The students will undertake Rural Entrepreneurship Awareness Development Yojana (Student READY) during Seventh Semester for a total duration of 180 days with a weightage of (0+20) credit hours in two parts namely Rural Agricultural Work Experience (RAWE) Agro Industrial Attachment (AIA)(0+4).

- (iii). The students of Experiential Learning (EL) course would be evaluated on the basis of (a) work quality (b) acquire knowledge and expertise (c) attendance (d) maintenance of record (e) orientation and practical report (f) demonstration and presentation in seminar and (g) worth of tangible outcome/viva-voce.

(The distribution of marks on each will be as per Vishwa Vidyalaya a guidelines issued for experiential learning).

- (iv). The students shall elect two modules out of the modules proposed by the Vishwa Vidyalaya. The strength of the students in a module shall be at least of 20 students, with a maximum of up to 30 students in a module depending upon the facilities available as mentioned in the guidelines for the Experiential Learning courses issued by the Vishwa Vidyalaya.

(v). A module shall be evaluated by concern module In-charge.

- (b). Mid-term examination of a course will be conducted in the middle of each semester. The questions asked shall cover approximately 50% of the course contents. A student not appearing in the mid-term examination will be marked absent and shall be awarded zero marks. The schedule of the mid-term examination will be notified by the Dean of the college as per the academic schedule of Vishwa Vidyalaya. The examination shall be conducted during regular period of courses.
- (c) Mid-term examination along with practical examination for repeat /fail/RAWE student of any of the courses shall be arranged just before the final theory examination.
- (d) Final theory examination of all courses will be conducted as per the schedule announced by Vishwa Vidyalaya. The question papers will be made available by the Registrar.
- (e) Practical examinations of all courses will be conducted prior to final theory examinations.

- (f) If a student is temporarily incapable and /or unable to write the answers himself due to fracture in hand the superintendent of Examination may provide a writer to assist the examinee. The writer will be from the ministerial cadre who shall not be an Agriculture student.
- 10.3 The minimum passing marks in theory or practical shall be 50%. If a student fails to obtain 50% marks either in theory or practical or both examinations, he / she shall be deemed to have failed in theory or practical or both, respectively and shall have to re appear in the theory or practical examination as the case may be.
- 10.4 Marks secured by a student will be converted in to Overall Grade Point Average (OGPA) on 10 point scale.
- 10.5 The practical examination shall be conducted by the external examiner other than the course teacher appointed by the Dean and the course teacher (internal) shall assist the examiner in conducting the practical examination.

11. PREVENTION OF UNFAIR MEANS

11.1 In these regulations, unless the context other wise requires:

- (a) 'Examination' means mid-term examination, practical examination and final theory examination and also preliminary or viva voce examination.
- (b) 'Superintendent' means Dean of the college who shall act as Superintendent of examination.
- (c) 'Asstt. Superintendent' means any Teacher / In-charge appointed by the Dean.
- (d) 'Teacher' means the Professor / Associate Professor / Assistant Professor or equivalent.
- (e) 'Invigilator' means the teacher involved in the invigilation work in the examination hall.
- (f) 'Flying Squad' means a team consisting of teachers / officers constituted by the Dean of the College / Examination Superintendent to prevent use of unfair means/ malpractices during examination.

- 11.2 (a) The Superintendent of examination shall make proper seating arrangement for facilitating the conduct of examination. There shall be at least one invigilator for every 20 students. Minimum of two invigilators must be posted in each examination hall in order to make proper vigilance. Seating arrangements may be such that two examinees offering different courses sit one after another, if possible, in order to make the vigilance effective.
- (b) If a student disrupts or tears or tampers with the page(s) of the answer book, it would be treated as a case of unfair means.
- (c) No student shall write his / her answers on any paper other than the answer book supplied to him /her in the examination hall.
- 11.3 (a) When the Invigilator notices a student indulging in any of the act of unfair means as defined in clause 11.2(c) and (d), he / she shall seize the paper or book or material, if any, including answer book from the student and shall invariably demand a written explanation or statement of the student concerned.
- (b) If the student refuses to give his / her statement, he / she shall be asked to record in writing his / her refusal to give the statement. If he / she refuses to do so, then the fact shall be noted, duly witnessed by at least one invigilator of the concerned examination or member of the flying squad.
- (c) The invigilator shall however, write his/her remarks on the answers book and affix his/her signature.

- 11.4 (a) A student found attempting or using unfair means in the examination or during evaluation or threatening teacher, invigilator or officer or members of flying squad or disrupts the examination or marks signature or any mark of identification including impersonation in the answer book, shall be liable for punishment as in clause 11.4(b). All such cases must be reported to the Superintendent of Examinations / Dean.
- (b) A student caught using unfair means during any examination including additional examination(s), his / her registration for the semester in which he /she used unfair means, shall be treated as cancelled. Such student shall also be debarred for registration in the subsequent semester. (In addition to this, punishment mentioned on(Point 15.5) (a), (b) and (c) shall also be applicable).
- (c) Student who walkout from the examination hall en-mass just after they received the question papers or within the scheduled time of examination or abstain from the scheduled examination shall be treated as failed.
- (d) If a student while attempting unfair means threatens invigilators / teacher or officer or member of the Flying Squad, then he / she is liable for punishment as per clause 11.4(b).
- (e) If a student makes signature on the answer book or leaves any kind of identification marks on his / her answer book, his / her answer book shall not be evaluated and student will be treated as failed in that subject.
- (f) If a student disrupts the examination or indulges in impersonation shall be finally dropped from the rolls of the Vishwa Vidyalaya.
- (g) Possession and use of mobile phone by a student during examination is prohibited. Such act of the students will amount to have treated use of unfair means and is liable for punishment as per the clause 11.4(b)

11.5 The Disciplinary Committee of the college shall be the competent authority to adjudicate and determine the act or commission of unfair means in each case. However, order for inflicting punishment shall be notified by the Dean. The Committee shall consist of a senior most Professor as Chairman, two Heads of the Department / Section, I/c Academic, I/c of NCC or NSS units of the college. The Committee shall be nominated by the Dean of the college.

11.6 The semester which has been cancelled as a punishment shall be counted towards the residential requirements.

11.7 A student with more than one proven cases of unfair means or misconduct of serious nature in the examination hall shall be dropped from the rolls of the V.V.

12. REVALUATIONS AND RE-TOTALING OF MARKS

12.1 A student whose result of final examination of a semester has been declared by the Vishwa Vidyalaya and displayed on the college notice board by the Dean may apply for either the revaluation of final theory answer books or re-totaling of marks of not more than two course to the Dean of college with in seven days after declaration of result.

- 12.2 (a). The revaluation or re-totalling will be done by a teacher of the respective department nominated by the Dean.
- (b). If the marks of a student in revaluation decrease, the revaluation marks will be ignored and the original marks earned by the student will remain unchanged.
- (c). If the increase in marks is up to 10% of the maximum marks prescribed for the paper, then the marks awarded by the revaluer will substitute the original marks.
- (d). If the increase or decrease in marks is more than 10% of the maximum marks prescribed for the paper, then the answer book will be valued by a third valuer. In that event, the average of the nearest two figures shall substitute the original marks, only if it is higher than the original marks.
- (e). **No revaluation or re-totalling will be allowed for the Practical / RAWE / Experiential Learning courses.**

13. ACADEMIC STANDING, CONTINUANCE AND RE-ADMISSION OF STUDENTS

- 13.1 Continuance of a student as an enrolled student of the Vishwa Vidyalaya shall depend on the fulfillment of the following conditions
- Continuous satisfactory academic performance.
 - Satisfactory conduct and disciplined behavior.
 - Satisfactory health and physical capacity to continue academic activities.
 - Timely payment of prescribed fees/dues and registration of courses.
- 13.2 A student in the Ist year of the degree programme failing in more than 5 courses at the end of Ist semester or at the end of the academic session, shall be re-admitted in the same class in the subsequent academic session.
- 13.3 Re-admitted student will be subject to the same academic rules as for newly admitted student.
- 13.4 A student failing in 5 or fewer courses at the end of the academic year / session shall be placed on Academic Probation and shall be permitted to register courses of next higher class. The student who are on academic probation and have been allowed to register the course of higher class will have to register the failed courses of lower class also.
- 13.5 A student of IInd year class shall be permitted to register courses of IIIrd year class with one failed course of first year. Similarly, a student of third year class shall be permitted to register course of fourth year with one failed course of IInd year class. But the total failed courses while being promoted to IIIrd or IVth year class, as the case may be, shall not exceed the prescribed limit of five courses. Such students shall appear in the examination of failed courses in the scheduled examination of each semester.
- 13.6 (a) A student in second / third / fourth year class failing in more than five courses in an academic session shall have to register the failed courses of the same class and shall not be allowed to register the courses of next higher class.
- (b) There shall be no supplementary examination. However, an additional examination for the courses of final year only will be conducted for those outgoing student who have acquired

the status of final year. In that case, they will be entitled to appear in the additional examination even if they are to clear failed courses of the preceding year. Student appearing in the additional examination shall have to pay fees as prescribed by the Vishwa Vidyalaya from time to time.

- (c) There shall be no supplementary / additional examination for elective area /Module of Experiential Learning/RAWE/
 - (d) Once the student elects/ opts, an experiential learning module shall not be changed.
 - (e) The failed students shall appear in Experiential Learning / RAWE / as and when offered to the regular students.
- 13.7 A student securing an OGPA of 5.50 on 10 10-point scale, besides other requirements laid down by faculty, shall be eligible for the award of a degree. However, a student obtaining OGPA of less than 5.50 on 10 10-point scale shall be permitted to improve OGPA by repeating the course/ courses in which he/ she secured less than 55% marks during the regular semester(s).

Important : The mentioned regulations and clause of the Ordinance are subject to changes, as and when prescribed by the Indian Council of Agricultural Research (ICAR) to maintain parity with SAUs at national level.

The courses curriculum prescribed by the 5th Deans committee of ICAR will have to be adopted by universities. Revision on course curriculum prescribed by Indian Council of Agricultural Research from time to time will be applicable.

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JNCT PROFESSIONAL UNIVERSITY, BHOPAL
ORDINANCE NO – 78
Post Graduate (M.Sc.) & Ph.D Degree Programme in Agriculture

1. Academic Year and Registration

- An academic year shall be normally form July to June of the following calendar year otherwise required under special situations. It shall be divided into two academic terms known as semester. Dates of registration, commencement of instructions, semester and examination, end of semester and academic year, etc. The Academic Calendar shall be developed by the concerned University from time to time and notified accordingly by the Registrar in advance.
- An orientation programme shall be organized by the Director (Education)/ Dean PGS for the benefit of the newly admitted students immediately after commencement of the semester.
- On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/ Semester Calendar or specially notified separately. Every enrolled students shall be required to register at the beginning of each semester till the completion of his/ her degree programmes.

2. Credit requirements

2.1 Framework of the courses

The following nomenclature and credit hrs need to be followed while providing the syllabus for all the disciplines:

		Master's Programme	Doctoral Programme
(i)	Course Work		
	Major courses	20	12
	Minor Courses	08	06
	Supporting Courses	06	05
	Common Courses	05	-
	Seminar	01	02
(ii)	Thesis Research	30	75
	Total	70	100

Major Courses: From the Discipline in which a student takes admission. Among the listed courses, the core courses compulsorily to be taken may be given mark.

Minor Courses: From the subjects closely related to a student's major subject

Supporting Courses: The subject not related to the major subject. It could be any subject considered Relevant for students' research work (such as Statistical Methods, Design of Experiments, etc.) or necessary for building his/ her overall competence.

Common Courses: The following courses (one Credit each) will be offered to all student undergoing Master's degree programme:

1. Library and Information Services
2. Technical Writing and Communications Skills
3. Intellectual Property and its management in Agriculture
4. Basic Concepts in Laboratory Techniques
5. Agricultural Research, Research Ethics and Rural Development Programmes

Some of these Courses are already in the form of e-courses/MOOCs. The students may be allowed to register these Courses/ similar courses on these aspects, if available online on SWAYAM or any other platform. If a student has already completed any of these courses during UG, he/ she may be permitted to register for other related courses with the prior approval of the Head of Department (HOD)/ Board of Studies (BOS).

2.2. Supporting Courses

The following courses are being offered by various disciplines (The list is only indicative). Based on therequirement, any of the following courses may be opted under the supporting courses. The syllabi of these courses are available in the respective disciplines. If required, the contents may be modified to suit the individual discipline with approval of the concerned BoS:

Code	Course Title	Credit Hours
STAT 501	Mathematics for Applied Sciences	2+0
STAT 502	Statistical Methods for Applied Science	3+1
STAT 511	Experimental Designs	2+1
STAT 512	Basic Sampling Techniques	2+1
STAT 521	Applied Regression Analysis	2+1
STAT 522	Data Analysis Using Statistical Packages	2+1
MCA 501	Computers Fundamentals and Programming	2+1
MCA 502	Computer Organization and Architecture	2+0
MCA 511	Introduction to Communication Technologies,	
	Computer Networking and Internet	1+1
MCA 512	Information Technology in Agriculture	1+1
BIO CHEM 501	Basic Biochemistry	3+1
BIO CHEM 505	Techniques in Biochemistry	2+2

2.3 Mandatory requirement of seminars

- It has been agreed to have mandatory seminars one in Masters (One Credit) and two in Doctoral Programmes (two Credits).
- The students should be encouraged to make presentations on the latest developments and literature in the area of research topic. This will provide training to the students on preparation for seminar, organizing the work, critical analysis of data and presentation skills.

3 Residential requirements

- The minimum and maximum duration of residential requirement for Master's

Degree and Ph.D. Programmes Shall be as follows:

P.G. Degree Programmes	Duration of Residential Requirement	
	Minimum	Maximum
Master's Degree	2 Academic Years (4 Semesters)	5 Academic Years (10 Semesters)
Ph.D.*	3 Academic Years (6 Semesters)	7 Academic Years (14 Semesters)

* Students may be allowed to discontinue temporarily only after completion of courses work

In case a student's fails to complete the degree programme within the maximum duration of residential requirement, his/ her admission shall stand cancelled. The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4th and 6th semester of his/ her resident ship at the University for Master's and Ph.D. programme respectively.

4 Evaluation of courses work and comprehensive examination

- For M.Sc., multiple levels of evaluation (First Test, Midterm & Final semester) is desirable. However, it has been felt that the comprehensive examination is redundant for M.Sc. Students.
- For Ph.D., the approach should be research oriented rather than exam oriented. In order to provide the students adequate time to concentrate to the research work and complete degree in stipulated time, the examination may have to be only semester final. However, the course teacher may be given freedom to evaluate in terms of assignment/seminar/first test.
- For Ph.D., the comprehensive examination (Pre-qualifying examination) is required. As the students are already tested in course examinations, the comprehensive examination should be based on oral examination by and external expert and the evaluation should cover both the research problem and theoretical background to execute the project. This shall assess the aptitude of the student and suitability of the students for the given research topic. The successful completion of comprehensive examination is to obtain the "Satisfactory" remark by the external expert.

5. Advisory System

5.1 Advisory Committee

- There shall be an advisory committee for every student consisting of not fewer than three members in the case of a candidate for Master's degree and four in the case of Ph.D. degree with the Advisor as Chairperson. The Advisory Committee should have representatives from the major and minor fields amongst the members of the Post-graduate faculty accredited for appropriate P.G. level research. However, in those departments where qualified staff exists but due to unavoidable reasons Post-graduate degree programmes are not existing/ of two years or more may be included in the Advisory Committee as member representative the minor.
- At any given time, a P.G. teacher shall not be a Chairperson, Advisory Committee (including Master's and Ph.D. programmes) for more than five students.
- The Advisor should convene a meeting of the Advisory Committee at least once in a Semester. The summary record should be communicated to the Head of Department, Dean of the College of concerned. Director (Education)/ Dean PGS and Registrar for information.

Advisor/ Co-guide/ Member, Advisory Committee from other collaborating University/ Institute/ Organization

- In order to promote quality Post-graduate research and training in cutting edge areas, the University may enter into Memorandum of Understanding (MOU) with other Universities/ Institutions for conducting research. While constituting an Advisory Committee of a student, if the Chairperson, Advisory Committee feels the requirement of involving of a faculty member/ scientist of such partnering university/ Institute/ Organization, he/ she may send a proposal to this effect to Director (Education)/ Dean PGS along with the proposal for consideration of Student's Advisory Committee (SAC).
- The proposed faculty member from the partnering institution can be allowed to act as Chairperson/ Co-guide/ Member, SAC, by mutual consent, primarily on the basis of intellectual input and time devoted for carrying out the research work at the particular institution. The faculty member/ scientist of partnering institutions

the staff having Post-graduate teaching experience

in the SAC shall become a temporary faculty member of the University by following the procedure approved by the Academic Council.

Allotment of students to the retiring persons

Normally, retiring person may not be allotted M. Sc. Student if he/ she is left with less than 2 years of service and Ph.D. student if left with less than 3 years of service. However, in special circumstances, permission may be obtained from the Director (Education)/ Dean PGS, after due recommendation by the concerned Head of the Department.

Changes in the Advisory Committee:

- (i) Change of the Chairperson or any member of the Advisory Committee is not ordinarily permissible. However, in exceptional cases, the change may be effected with due approval of the Director of Education/ Dean PGS.
- (ii) Normally, staff members of the university on extra ordinary leave or on study leave or who leave the University service will cease to continue to serve as advisors of the Post-graduate students of the University. However, the Director (Education)/ Dean PGS may permit them to continue to serve as advisor subject to the following conditions:
 - (a) The concerned staff member must be resident in India and if he/she agrees to guide research and must be available for occasional consultations;
 - (b) An application is made by the student concerned duly supported by the Advisory Committee;
 - (c) In case of a Ph.D. student, he/ she must have completed his/her comprehensive examinations and the research work must be well in progress and it is expected that the student will submit the thesis within a year;
 - (d) The Head of the Department and the Dean of the College concerned agree to the proposal;
 - (e) The staff member, after leaving the University service is granted the status of honorary faculty's membership by the Vice-Chancellor on the recommendation of the Director (Education)/ Dean PGS for guiding as Chairperson or Member, Advisory Committee the thesis/ theses of the student(s) concerned only.
- (iii) In case the Chairperson/ member of a Student's Advisory Committee retires, he/she shall be allowed to continue provided that the student has completed his course work and minimum of 10 research credits and the retiring Chairperson/ member stays at the Headquarters of the College, till the thesis is submitted.
- (iv) If the Chairperson/ member proceeds on deputation to another organization. He/ she may be permitted to guide the student provided his/her new organization is at the Headquarters of the College and his/her organization is willing for the same.
- (v) The change shall be communicated to all concerned by the Head of Department.

6. Evaluation of research work

- It is highly desirable for Ph.D. programme and this should be done annually as an essential part of research evaluation. The Student Advisory Committee shall review the progress of research and scrutinize annual progress reports submitted by the student.
- Midterm evaluation of Ph.D. (to move from JRF to SRF) is a mandatory requirement for all the funding agencies. Hence, the second review of annual progress report need to be done after completion of two years. The successful completion enables the students to become eligible for SRF.

6.1 Prevention of plagiarism

- An institutional mechanism should be in place to check the plagiarism. The students must be made aware that manipulation of the data/ plagiarism is punishable with serious consequences.

7. Learning through online courses

- In line with the suggestion in new education policy and the initiatives taken by ICAR and MHRD in the form of e-courses, MOOCs, SWAYAM. etc. and also changes taking place globally in respect of learning through online resources it has been agreed to permit the students to enrol for online courses. It is expected that the provision of integrating available online courses with the traditional system of education would provide the students opportunities to improve their employability by imbibing the additional skills and competitive edge.

The Committee recommends the following points while integrating the online courses:

1. Board of Studies (BoS) of each Faculty shall identify available online courses and a student may select from the listed courses. The interested students may provide the details of the on-line courses to the BoS for its consideration.
2. A Postgraduate student may take up to a maximum of 20% credits in a semester through online learning resources.
3. The host institute offering the course does the evaluation and provide marks/ grades. The BoS shall develop the conversion formula for calculation of GPA and it may do appropriate checks on delivery methods and do additional evaluations, if needed.

8. Internship during Masters programme

Internship for Development of Entrepreneurship in Agriculture (IDEA)

Currently, a provision of 30 credits for dissertation work in M.Sc./M.Tech/M.F.Sc./M.V.Sc. programmes helps practically only those students who aspire to pursue their career in academic/ research. There is hardly any opportunity/ provision under this system to enhance the entrepreneurship skills of those students who could start their own enterprise or have adequate skills to join the industry. Therefore, in order to overcome this gap, an optional internship/ in-plant training (called as IDEA) in lieu of thesis/ research work is recommended which will give the students an opportunity to have a real-time hands-on experience in the industry.

It is envisaged that the internship/in-plant training would enhance the interactions between academic organizations and the relevant industry. It would not only enable the development of highly learned and skilled manpower to start their own enterprises but also the industry would also be benefitted through this process. This pragmatic approach would definitely result in enhanced partnerships between academia and industry.

The main objectives of the programme:

1. To promote the linkages between academia and industry
2. To establish newer University - Cooperative R&D together with industry for knowledge creation, research and commercialization
3. Collaboration between Universities and industries through pilot projects
4. To develop methods for knowledge transfer, innovation and networking potential
5. To enhance skill, career development and employability

Following criteria for IDEA will be taken into consideration:

- At any point of time there will not be more than 50% of students who can opt under IDEA
- Major Advisor will be from Academia and Co-advisor (or Advisory Committee member) from industry
- Total credits (30) will be divided into 20 for internship/in-plant training and 10 for writing the report followed by viva-voce similar to dissertation
- Work place will be industry; however, academic/ research support would be provided by the University or both. MoU may be developed accordingly
- The IPR, if any, would be as per the University policy

9. Teaching assistantship

- Teaching assistantship shall be encouraged. This will give the required experience to the students on how to conduct courses, practical classes, evaluation and other related academic matters. This is an important part of Ph.D. training all over the world and it is expected to address the shortage of faculty in many institutions/ universities.
- The fulltime doctoral students of the University with or without fellowship may be considered for award of Teaching Assistantships in their respective Departments. The Teaching Assistantship shall be offered only to those doctoral students who have successfully finished their course work. Any consideration for award of Teaching Assistantships must have the consent of the supervisor concerned.
- Teaching Assistantships shall be awarded on semester to semester basis on the recommendation of a screening/ selection committee to be constituted by the Vice Chancellor. All classes and assignments given to the Teaching Assistants, including tutorials, practicals and evaluation work shall be under the supervision of a faculty member who would have otherwise handled the course/ assignment.

- Each Ph.D. student may be allowed to take a maximum of 16 classes in a month to UG/ Masters students.
- No additional remuneration shall be paid to the students who are awarded ICAR JRF/SRF. The amount of fellowship to be paid as remuneration to other students (who are receiving any other fellowship or without any fellowships) may be decided by the concerned universities as per the rules in force. However, the total amount of remuneration/ and fellowship shall not exceed the amount being paid as JRF/ SRF of ICAR.
- At the end of each term. Teaching Assistants shall be given a certificate by the concerned Head of the Department, countersigned by the School Dean, specifying the nature and load of assignments completed.

10. Compliance with the National Education Policy-2020

- While implementing the course structure and contents recommended by the BSMA Committees, the Higher Education Institutions (HEIs) are required to comply with the provisions of National Education Policy-2020, especially the following aspects:
- Given the 21st century requirements, quality higher education must aim to develop good, thoughtful, well-rounded, and creative individuals. It must enable an individual to study one or more specialized areas of interest at a deep level, and also develop character, ethical and Constitutional values, and intellectual curiosity. Scientific temper, creativity, spirit of service, and 21st century capabilities across a range of disciplines including sciences, social sciences, arts, humanities, languages, as well as professional, technical, and vocational subjects. A quality higher education must enable personal accomplishment and enlightenment, constructive public engagement, and productive contribution to the society. It must prepare students for more meaningful and satisfying lives and work roles and enable economic independence (9.1.1. of NEP-2020).
- At the societal level, higher education must enable the development of an enlightened, socially conscious, knowledgeable, and skilled nation that can find and implement robust solutions to its own problems. Higher education must form the basis for knowledge creation and innovation thereby contributing to a growing national economy. The purpose of quality higher education is, therefore, more than the creation of greater opportunities for individual employment. It represents the key to more vibrant, socially engaged, cooperative communities and a happier. Cohesive, cultured, productive, innovative, progressive, and prosperous nation (9.1.3. of NEP-2020).
- Flexibility in curriculum and novel and engaging course options will be on offer to students. in addition to rigorous specialization in a subject or subjects. This will be encouraged by increased faculty and institutional autonomy in setting curricula. Pedagogy will have an increased emphasis on communication, discussion, debate, research, and opportunities for cross-disciplinary and interdisciplinary thinking (11.6 of NEP-2020).
- As part of a holistic education, students at all HEIs will be provided with opportunities for internships with local industry, businesses, artists, crafts persons. etc., as well as research internships with faculty and researchers at their own or other HEIs/research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability (11.8 of NEP-2020).

- HEIs will focus on research and innovation by setting up start-up incubation centres: technology development centres: centres in frontier areas of research; greater industry academic linkages: and interdisciplinary research including humanities and social sciences research (11.12. of NEP-2020).
- Effective learning requires a comprehensive approach that involves appropriate curriculum, engaging pedagogy, continuous formative assessment, and adequate student support. The curriculum must be interesting and relevant, and updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes. High-quality pedagogy is then necessary to successfully impart the curricular material to students: pedagogical practices determine the learning experiences that are provided to students, thus directly influencing learning outcomes. The assessment methods must be scientific, designed to continuously improve learning and test the application of knowledge. Last but not least, the development of capacities that promote student wellness such as fitness, good health, psycho-social well-being, and sound ethical grounding are also critical for high-quality learning (12.1. of NEP-2020).

Important:-

- The mentioned regulation and clause of the ordinance are based on the recommendation of Broad Subject Matter Area (BSMA) committee of ICAR and are subject to change as and when prescribed by ICAR.
 - Course Curriculum for Master and Ph.D. Degree programmes will be based on the recommendation of Indian Council of Agriculture Research BSMA committee and is subject to modification as and when prescribed by ICAR.
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भाग-4 (ग)**प्रथम परिनियम**

भोपाल, दिनांक 15 मार्च 2024

क्र. आर -29-सीसी-24-अड़तीस.-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, जे.एन.सी.टी. प्रोफेशनल निजी विश्वविद्यालय, भोपाल के प्रथम परिनियम क्रमांक 01 से 31 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 31

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
वीरन सिंह भलावी, अवर सचिव

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PREAMBLE:

In exercise of the powers conferred by Section 17 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sansodhan Adhiniyam 2023, the Governing Body of **JNCT Professional University, New Chouksey Nagar, Lambakheda, Berasia Road, Bhopal M.P. - 462038** hereby makes the following First Statutes of the University, namely:

STATUTE NO.01**Establishment of University, Short Title, Commencement, Jurisdiction, Tribunal Arbitration, Vision & Mission, Objectives of the University, Seal of the University, Structural Hierarchy and Positions****1. SHORT TITLE SCOPE, COMMENCEMENT & JURISDICTION**

- 1.1 This statute may be called JNCT Professional University, Bhopal Madhya Pradesh Establishment of University: Vision, Mission, Objectives & Functions.
- 1.2 This shall come into force with effect from the date of publication in the official Gazette of Madhya Pradesh.
- 1.3 Each statute shall be in accordance with the provisions of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended in 2013 & 2016. If there be any difference in the provisions of the statutes or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall have overriding effect.
- 1.4 Nothing in these statutes shall be deemed to debar the University from amending statutes subsequently according to the provision of section 27 of the Adhiniyam, and the amended statutes, if any, shall come into force, from such a date as prescribed in the notification.

The Jurisdiction:

All matters pertaining to any act/law shall be the subject of the jurisdiction of Bhopal, Madhya Pradesh.

Tribunal Arbitration

1. Any dispute arising out of a contract of employment and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an observer to be nominated by the Chancellor.
2. Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
4. The decision of the Tribunal of Arbitration shall be final and binding on the parties.

2. DEFINATIONS

In this statute, unless the context otherwise requires-

- 2.1 Main Campus – Main Campus means them main campus of the Private University situated in Madhya Pradesh, consisting of minimum five university teaching, departments, school of studies and where the Vice-Chancellor and Registrar resides and also where the main office of the Private University is located.
- 2.2 "Authorities" means the authorities of the University as specified by or under this Act,
- 2.3 "Bodies", means the bodies of the University formed by the respective authorities;
- 2.4 "Central Councils", means various Councils constituted by the Central/State Government;
- 2.5 The Senate' means the Senate of the JNCT Professional University, Bhopal
- 2.6 "Chancellor", means the Chancellor of JNCT Professional University, Bhopal.
- 2.7 "Vice-Chancellor" means the Vice-Chancellor of JNCT Professional University, Bhopal
- 2.8 "Collaboration" means collaborative academic activity of the University with other universities, academic institutions (local, regional, national or international), hospitals, research institutions and organizations;
- 2.9 "Visitor" means the Visitor of the JNCT Professional University, Bhopal
- 2.10 "Director "means a head of an institution including a center, or a school of the University as designated by the Board Of Management;
- 2.11 "Director of Medical Education", "Director of Health Services" means respectively, the Director of Medical Education, Madhya Pradesh State, the Director of Health Services, Madhya Pradesh State .
- 2.12 "Government" means the Government of Madhya Pradesh;

- 2.13 "Health Sciences" means modern scientific medicine in all its branches concerning preventive, promotive, curative and rehabilitative services in Medical, Ayurvedic, Homeopathic and Dental science, Nursing, Physiotherapy, Occupational Therapy, Speech and Hearing, Paramedical and other allied subjects including the Indian Systems of Medicine in all their branches;
- 2.14 "Hostel" means unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act;
- 2.15 "Management" means the Members of the society, or the Managing or Governing body of Jai Narain Shiksha Samiti, Bhopal registered under the Madhya Pradesh Society registration Adhiniyam 1973, under the management of which one or more colleges or Constituent institutions or other institutions are conducted and admitted to the privileges of the University.
- 2.16 "Non-Vocational Academic Staff" means such staff as the Government may classify to be non-vocational academic staff and includes all such Staff which is complimentary to academic staff and shall not include the staff engaged purely in discharging administrative functions;
- 2.17 "Post-Graduate Department " means a department in a college or institution of higher learning, research or specialized studies, imparting postgraduate instruction or guidance for research recognized by the University;
- 2.18 "Principal or Dean" means head of a Institute, specialized educational Institution, post-graduate center or other Constituent Institutions duly approved by University;
- 2.19 "Registrar" means the Registrar of the JNCT Professional University, Bhopal (MP)
- 2.20 Statutes", "Ordinances", "Rules" and "Regulations" means respectively, the Statutes, Ordinances, Rules and Regulations of the University made by or under this Act;
- 2.21 "Student of the University" means a person enrolled in the University for undergoing a course of study for a degree, diploma or other academic distinctions of the University;

- 2.22 "Teachers" means full time approved Demonstrators, Tutors, Assistant Professors, Lecturers, Readers, Associate Professors, Professors and other persons teaching or giving instructions on full time basis in constituent colleges of the University;
- 2.23 "University" means the JNCT Professional University, Bhopal established under section 3 of this Act.
- 2.24 "University Grants Commission™ means the Commission established under section 4 of the University Grants Commission Act, 1956;
- 2.25 "University Institution" means a center, a school, or an institute established and maintained by the University;
- 2.26 "University Teacher" means a teacher appointed by the University;
- 2.27 "Regulatory Commission" means the M P Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.28 "State", 'State Government' and 'Government shall mean, the Government of the State of Madhya Pradesh.
- 2.29 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.30 "Section, Sub-section' and 'Item' shall mean, Section of the Adhiniyam, Sub-section of the section and item of the Section or Sub-section respectively;
- 2.31 "Governing Body" means the Governing Body of JNCT Professional University, Bhopal;.
- 2.32 "Council" means, the Academic Council of JNCT Professional University, Bhopal;.
- 2.33 "Board" means, the Board of Management of JNCT Professional University, Bhopal;.
- 2.34 "Other Backward Classes" mean, the communities, castes and tribes notified by the M.P. State Government from time to time under Article 15(4) and Article 16(4) of the Constitution;

- 2.35 "Scheduled Caste" means the Scheduled Castes notified under Article 341 of the Constitution of India;
- 2.36 "Scheduled Tribes" mean the Scheduled Tribes notified under Article 342 of the Constitution of India;
- 2.37 "School of Studies" means an institution maintained by JNCT Professional University, Bhopal as a place of higher learning and research;
- 2.38 Visiting Faculty: means part time approved Assistant Professors, Associate Professors, Professors and other persons teaching or Imparting instructions on part time basis in constituent institutions of the University.
- 2.39 "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programmes conducted by the University.

2 ESTABLISHMENT AND INCORPORATION OF UNIVERSITY: -

- 3.1** Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- 3.2** Whereas the Sponsoring Body JNCT Professional University, Bhopal applied to the Government of Madhya Pradesh through MPPURC for sanction to establish a Private University.
- 3.3** The University shall be a body corporate, by the name specified and shall have perpetual succession and a common seal and shall sue and be used by the said name.
- 3.4** The University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer or dispose of any movable or immovable property, which may vest in or be acquired by it for the purposes of the University, and to contract and do all other things necessary for the purposes of this Act:
Provided that, no such lease, sale or transfer of such property shall be made without the valuation made thereof by the approved valuer appointed by the University and with prior permission of the government / MPPURC.

- 3.5 In all suits and other legal proceedings by or against the University, shall be signed and verified by the Registrar or any other person authorized in his behalf and all process in suits and proceedings shall be issued to and served on the Registrar.

4. VISION AND MISSION OF UNIVERSITY:

Vision:- To be a leading world class University in the Central India i.e. Bhopal area of Madhya Pradesh, producing professional leaders committed to continuously making a positive difference for society and mankind.

Mission:- To provide quality education training, research and promote excellence in scholarship, service, innovation and creativity for the transformation of our society and to suit the needs of a challenging and rapidly changing globe. In support of its mission, JNCT Professional University Bhopal aims to;

- Create and maintain a student-centered intellectual environment that supports examination of the human condition, academic advancement, cultural and global awareness, civic responsibility, ethical action, moral growth, and leadership development.
- Prepare graduates with knowledge of their professional field for meaningful careers or advanced study.
- Enhance the communication skills, analytical perspectives, critical thinking abilities, and creativity of all students.
- Administer student development and support programs to enhance the self-esteem and holistic growth of students.
- Encourage development of faculty members as teachers and scholars.

Provide financial aid in the form of scholarships to qualified gifted needy students,

while responsibly managing the resources of the institution.

5. OBJECTIVE OF THE UNIVERSITY:-

The following shall be the objectives of the University.

- 5.1 To emerge as one of the foremost institution of quality in skill education recognized by industry, nationally and internationally.
- 5.2 To develop qualified youth with skill proficiency and competency at different levels as per National/State qualification of skill education.
- 5.3 To promote skill and entrepreneurship education in an integrated and holistic manner with higher education to ensure pathways for progression and mobility.
- 5.4 To provide opportunities for flexible learning systems and skill development.
- 5.5 To frame credit framework for competency based skill and vocational education
- 5.6 To exchange expertise and best practices in support of skill development efforts with any other college, institution, organization, University etc.
- 5.7 To disseminate knowledge/skill through seminars, conferences, executive education program, community development program, publication and training program.
- 5.8 To undertake program for the training and development of faculty members and teachers of the University and other institution.
- 5.9 To undertake collaborative research with other organization.
- 5.10 To create entrepreneurs by providing necessary skill and support.
- 5.11 To provide consultancy to Government, Semi-Government, public and private industries
- 5.12 To create an industries Academia partnership by inviting industries and institutions for mutual benefits.
- 5.13 To establish state of the art facilities for education and training and examination including on-line training.
- 5.14 Encourage research and publication.
- 5.15 Explore new horizons of scientific knowledge needed for developing national resources.
- 5.16 Promote awareness and realization of the importance of education and research in achieving a competitive status.

- 5.17 Relate fundamental concepts to practical applications, and provide students with the necessary skills to function as responsible professionals.
- 5.18 Use a variety of modern mechanisms to adopt appropriate new technologies and methodologies.
- 5.19 Analyze organizations' information requirements and match them with available technologies and methods.
- 5.20 Develop strong interpersonal and communication skills.
- 5.21 Provide various exciting and rewarding career opportunities, which are greatly needed for our rapidly developing country.
- 5.22 To establish campus in Madhya Pradesh and to have study centers at different places, if such provision provided in the Act.
- 5.23 To establish examination centers
- 5.24 To open study centers within its jurisdiction
- 5.25 To set up off-campus centers within the State.
- 5.26 To set up off-shore campus centers in other countries.
 - aa) To award maintain the standards of degrees, diplomas certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI, DEC or any other Regulatory Body.
 - bb) To pursue any other objective as may be approved by the State Government from time to time.
 - cc) To enhance international collaborations for Academic Quality framework. To extend global reach.
 - dd) To provide quality education through Open and Distance Learning (ODL) System, if such provision/permission provided by the UGC.
 - ee) To provide instruction teaching and training in higher education and to make provisions for research advancement and dissemination of knowledge.
 - ff) To attract and nurture high quality academic faculty selected from across India committed to undergraduate and post graduate teaching in addition to carrying out cutting edge research in frontier areas.
 - gg) To create centers of excellence for research and development and for sharing knowledge.

6. Seal of the University

- 6.1 The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University.
- 6.2 The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.
- 6.3 The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be monitored.

7. Structural Hierarchy and Positions :-

1. Visitor
2. Senate
3. Sponsoring Body
4. Chancellor
5. Pro-Chancellor
6. Governing Body
7. Vice-Chancellor
8. Board of Management
9. Academic Council
10. Standing Committee of Academic Council
11. Registrar
12. Chief Finance and Account Officer
13. Finance Committee
14. Controller of Examination
15. Board of Studies
16. Dean of Faculty
17. Dean Student Welfare
18. Director/ Head of Teaching Department/Centre of Studies
19. Other officers of the University

STATUTE – 02**Powers of the Visitor****(Refer Section 15)**

1. As per section 15 sub section (1) of The Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, The Governor of Madhya Pradesh shall be the Visitor of the University.
2. The Visitor shall when present, preside at the convocation of the University for conferring Degrees and Diplomas.
3. The Visitor shall have the following powers:
 - a. To call for any information or record related to the affairs of the University.
 - b. If it appears on the basic information that any order, proceeding or decision taken by any authority of the University is not in conformity with the provisions of this Act, Statutes, Ordinances, or regulations made thereunder, the Visitor may ask for the opinion of the Regulatory Commission and on being satisfied that any irregularity has taken place, he may issue such direction as he may deem fit in the interest of the university and the directions so issued shall be complied by the University.

STATUTE - 03**The Senate: Constitution, Powers and Functions****[Refer Section 21 (1) d]**

1. The Senate shall be the supreme advisory body of the University. It shall also suggest measures for improvement of the University. The role of the senate shall be advisory in nature and its valuable suggestions shall be given due weightage by the other bodies of the University.
2. **Constitution:** The Senate shall consist of the following members, namely:

(a) Ex-Officio Members	Designation
(i) The Chancellor	Chairman
(ii) The Secretary of the sponsoring Body	Member
(iii) The Pro-Chancellor	Member
(iv) Vice-Chancellor	Member
(v) The Member(s) of the Sponsoring Body	Member
(vi) The Treasurer(s) of the Sponsoring Body	Member
(vii) Registrar of the University	Member-secretary
(b) Nominated Members	
(i) Two Professors other than Directors/ Principals/ Deans of Faculties by rotation on the basis of seniority.	Member
(ii) Four Persons nominated by the Chancellor on the recommendation of the Vice Chancellor from amongst distinguished professionals and eminent persons from the industry/ Chambers of Commerce/ Universities/ Administration	Members

3. Powers & Functions

- a. The Senate shall be the Supreme advisory body of the University. It shall be advisory in nature. The senate shall advise framing Vision and Mission of the University.
- b. The Chairman shall preside over the meetings of the Senate and in the absence of the chairman, Vice-chairman shall preside over the meeting.
- c. The Senate may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- d. to give suggestions to the university authorities on improvements that can be made in all areas and domains that are an integral part of the university, namely, academics, research and development, administration and governance, student welfare and cultural activities of the University.
- e. The Senate shall exercise such other powers as prescribed in the regulation made for the purpose if any.

4. Tenure

The term of a nominated member of the Senate shall be 3 (three) years from the date of nomination.

5. Meeting and Quorum

- a. The Senate shall meet twice in every year. The Chairman may, in case of urgency, convene a Special Meeting.
- b. The meeting shall be convened under the direction of the Chancellor.

Five members of the senate shall form the quorum however, for the adjourned meeting three (3) members shall form the quorum.

STATUTE - 04**Chancellor: Appointment, Powers & Duties**

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairman of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the Convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

1. Appointment

- a. In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- b. The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by a simple majority. Further, the finalized name along with the copy of the resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

2. Powers & Function

- a. The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairman of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:
- b. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- c. Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the JNCT Professional University for conferring degrees, diplomas or academic distinctions.

- d. The Chancellor shall be entitled to receive honorarium; expenses and allowances as may be decided by the Sponsoring Body.
- e. To exercise general control over the affairs of the University
- f. To appoint and remove the Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Controller of Examination, and Chief Finance & Accounts Officer after following the procedures as laid down in the respective statutes/ordinance.
- g. The Chancellor will approve all appointments and removals of all teaching and non-teaching staff.
- h. All major policy decisions require prior approval of the Chancellor.
- i. To call for any information or record relating to any affairs of the University.
- j. The Chancellor may issue directions to Vice-Chancellor to convene the meeting of any of the authorities of JNCT Professional University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his/her perusal and necessary action as warranted.
- k. The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of the University, as and when required.
- l. All such other powers as may be conferred by the Statutes.

3. Tenure

- a. The Chancellor shall hold office for a period of five years and shall be eligible for reappointment, with the approval of the Visitor.
- b. In case of an emergency like illness, absence or death of the Chancellor, the Pro-Chancellor or Vice-Chancellor, whosoever is recommended by the Sponsoring Body will hold office, till the Chancellor resumes his/her office or the new Chancellor is appointed. However, this period will not exceed six months.

4. Resignation / Removal

The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

STATUTE – 05**Pro-Chancellor(s): Appointment, Powers & Duties****[Refer Section 20/14 (f)]****1. Appointment**

- a. The Pro-Chancellor/s shall be appointed by the Chancellor with the approval of the governing body. The name of the proposed Pro-Chancellor/s shall be finalized in the meeting of the Governing Body of the University by a simple majority. Further, the finalized name along with the copy of the resolution and the credentials of the proposed Pro-Chancellor/s shall be signed by the Chancellor of the University for his/her approval.
- b. The number of Pro-Chancellor/s can be as decided by the Governing Body not exceeding two in numbers. Pro-Chancellor/s shall be selected & appointed by the Chancellor from amongst the following:
 - i. Three Nominee/s of Sponsoring Body.
 - ii. Knowledgeable person/s of integrity, stature, experience and proven ability in the field of education/administration.

2. Powers & Functions

- a. Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.
- b. Pro-Chancellor/s shall be deemed to be an officer of the University. He/ she/ they shall exercise all the powers and perform all functions of the Chancellor during the latter's absence. Pro-Chancellor/s shall preside over all meetings /ceremonial functions when Chancellor is not present.
- c. Pro-Chancellor/s shall exercise such power and perform such other function as may be delegated by Chancellor.

3. Resignation / Removal

- a. Pro-Chancellor/s may resign his/her/their appointment by submission in writing to the Chancellor under his/her/their signature.
- b. If for certain reasons the Chancellor decides that the act of the Pro-Chancellor is not in favour of the University and against Act/Statutes/ Ordinance and Regulations, he may issue the removal of the Pro-Chancellor after giving a chance of hearing. The matter should be reported to Governing Body. It will appoint the new Pro-Chancellor as required, as per clause (1) of this statute.
- c. In both the above cases, the Sponsoring Body shall nominate candidates for consideration of the Chancellor, a new name for the office of the Pro-Chancellor as per clause (1) of this statute.

STATUTE - 06

Vice-Chancellor: Appointment, Powers & Duties

The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

1. Appointment of Vice-Chancellor

- a. The Vice-Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil the norms as prescribed by the UGC from time to time.
- b. The Selection Committee, while preparing a panel shall give due consideration to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance of the candidates.
- c. The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
- d. two eminent academicians nominated by the Sponsoring Body; and

- e. one eminent person nominated by the State Government.
- f. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- g. The selection committee shall submit a panel of at least three eminent persons for the appointment of the Vice-Chancellor. Provided that if the Chancellor does not approve the recommendations of the 'selection committee', he may call for a fresh recommendation from it (the selection committee).
- h. The term of the office of the Vice-Chancellor powers and functions shall be such as laid down in section 17 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna evm Sanchalan) Act 2007, as amendment from time to time.
- i. Notwithstanding anything contained in the foregoing sub-sections, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the newly established University; provided that the appointed person fulfils the eligibility criterion as prescribed by the UGC.

2. Powers & Functions

- a. The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Planning Board and the Finance Committee; and ex-officio Chairman of the Academic Council and the other Statutory Boards. He will be the academic and administrative head of the University. It shall be the duty of the Vice-Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which the following powers are vested with him to perform various functions.
- b. It shall be the duty of the Vice-Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully followed and implemented.
- c. The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor, Chancellor and Pro-Chancellor/s.
- d. May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.

- e. If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.
- f. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.
 - i. Provided that if in the opinion of the concerned officer or authority, such action should not have been taken by the Vice-Chancellor, then the case shall be referred to the Chancellor, whose decision thereon shall be final.
 - ii. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to refer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.
- g. The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinance.
- h. The Vice-Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concern to the University. He/she shall have powers to convene the meeting of the Board of Management and the Academic Council.
- i. The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.

- j. The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- k. The Vice-Chancellor shall prepare the annual report of the University and present it to the Governing body for approval.

3. Tenure

- a. The tenure of the founder Vice-Chancellor shall be of Two (2) years and that of the subsequent Vice-Chancellors shall be of Four (4) years as defined in Section 17(6) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007. However, the Vice-Chancellor may continue to hold office for a period of additional six months till a new Vice-Chancellor join, whichever is earlier.
- b. The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

4. Removal

In accordance with Section 17(12) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, If at any time upon the representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-

- a. Has defaulted in performing any duty imposed on him by or under the Act 2007 or the Statutes/Ordinances framed thereunder; or
- b. Has acted in a manner prejudicial to the interest of the University; or
- c. Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- d. In accordance with Section 17 (13) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, No order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
- e. In accordance with Section 17 (14) as from the date specified in the order under sub-section (12), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.

STATUTE - 07**Pro-Vice-Chancellor: Appointment, Powers and Duties****[Refer Section 20/14 (f)]**

1. The Pro-Vice-Chancellor shall be the Deputy to the Vice-Chancellor and act on the instructions of the Vice-Chancellor.
2. The Pro-Vice-Chancellor shall act on behalf of the Vice-Chancellor during the period of his absence (Vice-Chancellor) from the University.
3. **Appointments, powers & duties**
 - a. The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Chancellor. If the Chancellor is not agree with the name, the Vice-Chancellor shall recommend another person for consideration of the Board of Management.
 - b. Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of the University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Statutes and the Regulations.
 - c. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the efficient functioning of the Academic Administration of the University, relating to Postgraduate & Undergraduate studies in their respective sphere of discipline as may be assigned to him by the Vice-Chancellor.
 - d. Pro-Vice-Chancellor shall retire at the age as prescribed by UGC not exceeding 70 Years.
 - e. The Pro-Vice-Chancellor shall preside over the meeting of the Board of Management and Academic Council in the absence of the Vice-Chancellor.
 - f. He/she will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.

STATUTE — 08**Governing Body: Constitution, Powers and Functions.****[Refer Section 22]**

1. The Governing Body shall be the supreme authority of the University and shall have the power to review the actions of the Board of Management and Academic Council and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy-making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfils its objectives.

The Governing Body**2. Constitution**

- a. The Governing Body of the JNCT Professional University shall consist of the following members, namely:
 - i. The Chancellor - an ex-officio Chairman;
 - ii. The Vice-Chancellor;
 - iii. Three eminent persons nominated by the Trust (Sponsoring Body), out of whom at least one shall be an eminent educationist;
 - iv. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
 - v. One representative of the State Government not below the rank of Deputy Secretary.
 - vi. The Registrar - Member SecretaryThe Registrar shall not participate in voting.

3. Tenure

- a. The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.
- b. Nominated members shall hold office for one or more terms.

4. Powers & Functions

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the University shall vest in the Governing Body and it shall have the following powers, namely:

- a. The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- b. To control the functioning of the University by using all such power as are provided by this Adhiniyam and the Statutes, Ordinances or Regulations made thereunder.
- c. To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or the Statutes, Ordinances or Regulations made thereunder.
- d. To approve the budget and annual report of the University.
- e. To lay down the policies to be followed by the University.
- f. To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible.
- g. Shall direct, supervise and control the 'Endowment Fund' and also 'General Fund' account and get them audited through CFAO, as per the Act.
- h. Shall be the final authority to approve the recommendation of the Board of Management for conferment of honorary degrees and other distinctions and awards.
- i. To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.

- j. To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- k. May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- l. Shall frame rules/regulations for the conduct of smooth function of the University.
- m. The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- n. The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, except where such authorities have acted in accordance with the powers conferred upon them by the Adhiniyam, the Statutes and the Ordinances.
- o. It shall have the power to reject or send for reconsideration any draft Statutes or Ordinance received from the Board of Management.
- p. Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- q. Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- r. Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

5. Meetings and Quorum

- a. A meeting of the Governing Body shall ordinarily be called minimum three times in a calendar year.
- b. Meeting of the Governing Body shall be called under the directions of the Chancellor and in his/her absence by a Member so nominated by the Chancellor.
- c. The Chancellor may on his/her own call a Special Meeting as and when required in the interest of the University.
- d. At least Seven (7) clear days' notice shall ordinarily be required for a meeting. The Chancellor, may however at his discretion, dispense with this requirement in the interest of the University.
- e. Five members of the Governing Body shall form the Quorum including at least one member each from 2 (a), (iii) (iv), and (v) of this statute. However, for the adjourned meeting Five (5) members will form the quorum.

6. Vacancies

- a. Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same as accepted by the Governing Body. The date will be communicated to the concerned member.
- b. In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 and 2 (iv) and 2 (v) of this Statute, the same will be forwarded to the Visitor or State Government/as the case may be after due deliberations by the Governing Body for acceptance.
- c. No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- d. A member of the Governing Body of the University shall automatically cease to be a member on his being convicted by a Court of law for any offence including moral turpitude.
- e. A member of the Governing Body of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.

- f. Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government/ Visitors as the case may be and the Member so nominated shall be a Member for the un-expired portion of the term.

STATUTE - 09

Board of Management: Constitution, Powers and Functions

1. Constitution

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a. The Vice-Chancellor - ex officio Chairman;
- b. Two representatives nominated by the Sponsoring Body;
- c. Two representatives nominated by the State Government;
- d. Two Senior Professors of the University by rotation;
- e. Two Senior most Professors of other University/Institute
- f. Registrar - Member Secretary.

2. Tenure

- a. The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- b. No nominated member shall hold office for more than two consecutive terms.
- c. The Chairman of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

3. Powers and Functions

- a. The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or Regulations for the fulfilment of the objectives of the University.

- b. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.
- c. Shall function under the policies laid down by the Governing Body and shall receive and comply with all directions from the Governing Body.
- d. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- e. Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution/Study Centre on the other.
- f. Shall regulate the use of the common seal of the University.
- g. Shall control and administer the properties and funds of the University, including, framing of annual financial statements and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorised agents for the same, if deemed necessary.
- h. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- i. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.

- j. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership Lectureship or any teaching post and may abolish it.
- k. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. The Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- l. Shall comply with such directions as may be received from the Chairman of the Governing Body to hold a meeting and discuss matters as specified.
- m. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners/invigilators and other employees appointed for examination-related duties.
- n. To ensure maintenance of proper accounts of the properties and funds of the University.
- o. To have financial accounts prepared together with the audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- p. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- q. To follow and monitor the budget for expenditure as approved by the Governing Body.
- r. To recommend to Governing Body for creating the post of other officers of the University.
- s. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- t. To select a common seal for the University and to provide for its custody and use.

- u. To arrange for the conduct/defend of litigation by or against the University.
- v. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- w. To recommend conferring honorary degrees, medals and prizes on the recommendation of the Academic Council.
- x. To recommend, enact, amend or repeal Statutes.
- y. To recommend conferring the title of Professor Emeritus on the recommendation of the Academic Council.
- z. To recommend the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments to the Chancellor.
- aa. To specify the manner and appoint academic staff against the temporary vacancies.
- bb. To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
- cc. To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- dd. To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forward the same to the NAAC as per UGC guidelines.
- ee. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

4. Meeting and Quorum

- a. The Board of Management shall meet at least once in every two months. The Vice-Chancellor may, in case of urgency, convene a Special Meeting.

- b. The meeting shall be convened under the direction of the Vice-Chancellor.
- c. Five members shall constitute the quorum including at least one member each from para 1(b) & 1 (c) of this statute.
- d. Adjourned meeting quorum should be three members.

5. Vacancies

- a. Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.
- b. No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c. A member of the Board of Management of the University shall automatically cease to be a member on his being convicted by a Court of law for any offence including moral turpitude.
- d. A member of the Board of Management of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.
- e. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled" as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

STATUTE – 10**Academic Council: Constitution, Powers & Functions, Standing****Committee of the Academic Council**

1. The Academic Council shall be the statutory body of the University on all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

2. Constitution

The Academic Council shall consist of the following members:

- a. Vice-Chancellor – Chairman
- b. Chancellor's Nominee
- c. Dean of the Schools
- d. Chairman Board of Studies
- e. HOD of the Department (regular or in-charge)
- f. Controller of Examinations – Member
- g. Two experts co-opted by the Academic Council who possesses special attainments in particular fields of study and are not employees of the University.
- h. One member nominated by the chairman MPPURC.
- i. The Registrar - Member Secretary

3. Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

4. Meetings & Quorum

- a. The Academic Council shall normally meet twice a year on the dates as fixed by the Vice-Chancellor. However, the Vice-Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice-Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.
- b. The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice-Chancellor
- c. The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairman, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- d. A copy of the minutes shall be submitted to the Chancellor also.
- e. Approval of the resolutions shall be by a simple majority of the Members present.
- f. One third members of the Academic Council shall form the quorum for a meeting.

5. Removal/Disqualification

- a. An individual ceases to be a member of the Council in the event of resignation/removal from his/her post in University.
- b. Convicted for any offence including moral turpitude.
- c. Nominating Authority may remove a member who is sick, insane and incapable of discharging duty in the Council.
- d. Nominating Authority may remove a member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

- e. A member of the Academic Council of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.

6. Powers, Duties and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition, have the following powers:

- a. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement of academic standards.
- b. To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
- c. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements.
- d. To take measures for Quality Education and Accreditation of the University.
- e. To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
- f. To recommend new courses of study.
- g. Frame the Calendar of Events for the academic year.
- h. To recommend the regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks/credits for individual subjects in all the courses.
- i. To consider other academic or student welfare matters referred to it.

- j. Shall ensure that while framing rules, syllabus and curriculum norms of the concerned Regulatory Councils from time to time, are adhered to.
 - k. Appoint various sub-committees as and when required for specific purpose/task. The committees shall cease to function after completing the task assigned.
 - l. Discuss and decide on all the recommendations of various sub-committees appointed for specific purposes.
 - m. Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and punishments.
 - n. To initiate and promote research and related activities in various constituent Institutions and centres.
 - o. To recognize persons of eminence in their subjects to be associated as a research guide, in the subject as prescribed in the Ordinance.
7. Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE, INC, NCTE, etc. with regard to the creation or abolition of teaching posts in the University.
8. In addition to the above, the Council shall recommend to the Board of Management the following:
- a. The classification of the posts according to the requirements and their duties attached thereto.
 - b. Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
 - c. To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination/merger of one Faculty/School with another.
 - d. To recommend the creation of New Departments, Cells and Centres.

Standing Committee of the Academic Council

1. The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf.
2. **Constitution**
 - a. Vice-Chancellor – Chairman
 - b. Deans of all Schools – Members
 - c. Vice-Chancellor's Nominee – Member
 - d. Controller of Examinations – Member
 - e. Registrar - Member Secretary
3. Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice-Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for rectification.

STATUTE - 11

Registrar: Appointment, Powers & Duties

[Refer Section 18]

1. The Registrar shall be the Custodian of the University and shall carry out the orders/instructions given by the Vice-Chancellor and administer the University as per rules and regulations.
2. **Selection & appointment and conditions of service**
 - a. The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:
 - i. The Chancellor -Chairman
 - ii. Nominee of the Chancellor
 - iii. Vice-Chancellor and
 - iv. Two expert members approved by the Board of Management.
 - b. However, the First Registrar may be appointed by the Sponsoring Body pending the creation of Statutes.

- c. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down in the Regulations for the University in accordance with the UGC Regulation.
- d. The University shall follow the following procedure for the selection of the Registrar:
 - i. Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
 - ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice-Chancellor or by the person(s) deputed by him.
 - iii. The date of a meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short-listed candidates, at least seven days in advance.
 - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
 - v. The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be as decided by the governing body or as provided in provision of the other regulatory bodies.
 - vi. If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

3. Resignation / Removal

- a. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice-Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
- b. If at any time upon the representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided that before such action the Registrar shall be given an opportunity of being heard.

The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

4. Powers & duties of the registrar

- a. All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.
- b. The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
- c. The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council.
- d. The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- e. He/she shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.
- f. He/she shall arrange for abandoned of unserviceable furniture and equipment as recommended by the Committee appointed for that purpose.
- g. Shall issue all notices convening meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any Board or Committees appointed under the Adhiniyam of which he is to act as Secretary.
- h. Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhiniyam of which he/she is to act as Secretary.
- i. Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.

- j. The Registrar shall convene the meetings of the University Authorities by informing the venue, date and time of the meeting the members and related persons as directed by the Vice-Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the agenda of the proposed meeting and the minutes of the previous meeting.
- k. Shall supply to the Vice-Chancellor
 - i. copies of the agenda of the meetings of the University authorities of which he/she is to act as Secretary, as soon as such approved agenda is issued
 - ii. the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
 - iii. such other papers and information as the Vice-Chancellor may direct him/her to maintain and supply from time to time
- l. Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or bodies of the University of which he/she acts as Secretary.
- m. Shall discharge such other functions as may be assigned to him/her from time to time by the Vice-Chancellor to whom he/she shall be responsible for the same.

STATUTE - 12**Controller of Examination (COE): Appointment, Powers & Duties,****Examination Committee, Appointment of Examiners****[Refer Section 20/14 (f)]****Part - I****1. Appointment**

- a. The Controller of Examination (COE) shall be an officer of the University and shall be appointed by the Vice-Chancellor from the School / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
- b. The Controller of Examination (COE) shall be appointed for a tenure of three years. The tenure can be extended further up to another three years or part thereof by the Board of Management / Vice-Chancellor.
- c. When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

2. Powers and Duties of the Controller of Examination (COE)

- a. The Controller of Examination (COE) shall work directly under the direction of the Vice-Chancellor. He shall be responsible for:
 - i. Conduct both Internal & External Examinations.
 - ii. Organize setting /moderation of papers.
 - iii. Management of answer sheets.
 - iv. Evaluation of answer sheets.
 - v. Issue of duly signed marks sheet.
 - vi. Compilation of Results and forwarding it to the Academic Council through the Vice-Chancellor for approval.

- vii. Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he/she shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.

Part- II

Examination Committee

1. There shall be an Examination Committee consisting of the following:
 - a. Vice- Chancellor's Nominee – Chairman
 - b. All Deans of the Faculty -Member
 - c. Two seniors most professor of the University to be nominated by the Vice- Chancellor – Member
 - d. The Controller of Examination - Convener
 - e. Registrar – Member Secretary
2. The examination committee shall submit the panel of experts for examinership / Paper-setters / Moderators / Evaluators to the Vice Chancellor and the Vice Chancellor shall appoint examiner / evaluator / paper setter from amongst the panel of experts.
3. The Examination committee shall be responsible for smooth conduct of examinations, evaluation and result of the students thereafter.

Appointment of Examiners: -

1. The Vice-Chancellor shall appoint examiners from amongst the panel of experts submitted by the Examination Committees for holding examinations, in theory, practical, dissertation, etc. as required other than PhD.

2. The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
3. Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
4. The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for the appointment of examiners in the University.
5. Moderators when felt necessary will be appointed by the Vice-Chancellor, or recommendation of the examination Committee.
6. The Vice-Chancellor will also approve the appointment of tabulators and checkers for each academic year.
7. The Controller of Examination shall declare the results of various examinations conducted by the University after the approval of the Vice-Chancellor.
8. A separate ordinance shall provide the rules and regulations to examine the dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
9. Conditions of Appointment as Examiner
 - a. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is appearing in the concerned examination.
 - b. No person shall act as a moderator or tabulator for any examination if any of his relation is appearing/has appeared at that examination.

STATUTE – 13**Chief Finance & Accounts Officer (CFAO): Appointment, Powers &****Duties, the Finance Committee****[Refer Section 19]****Part - I**

1. The University shall appoint a Chief Finance and Account Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).
2. The Chief Finance and Accounts Officer shall be responsible for all aspects relating to accounts and finances of the University.

3. Appointment, terms & conditions

- a. The Chief Finance and Account Officer shall be appointed by the Chancellor on the recommendation by the committee constituted for this purpose. The committee will consist of following members:
 - i. Chancellor Nominee - Chairman
 - ii. Vice-Chancellor – Vice-Chairman
 - iii. Two Finance Experts approved by the Chancellor
 - iv. One Nominee of the Governing body
- b. The University shall follow the following procedure for the selection of the CFAO.
 - i. The University shall invite applications for the post through the process of an advertisement with wider publicity and through the Web portal of the University.
 - ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice-Chancellor or by the person(s) deputed by him.

- iii. The date of the meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short-listed candidates at least seven (7) days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- v. Board of Management will produce their selections to the Chancellor, then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize their selection accordingly.
- vi. If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.
- vii. The CFAO shall receive pay and other allowances as decided by the Board of Management.

4. Resignation / Removal

- a. When the office of the CFAO falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice-Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.
- b. If at any time upon the representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.
- c. Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- d. The Chief Finance and Accounts Officer shall retire upon completing the age of 70 years.

5. Duties & Responsibilities of the Chief Finance & Accounts Officer

- a. To exercise general supervision over the funds of the University and opine about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body from time to time.
- b. To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- c. To hold and manage the property and investments of the University and endowed properties/funds.
- d. To ensure that the limits determined by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
- e. To keep a constant watch on the state of the cash and bank balances and the state and quality of investment.
- f. To suggest measures of additional internal revenue generation for the university.
- g. To watch the progress of the collection of revenue and advice on the methods of collection applied.

6. Chief finance & Accounts Officer shall

- a. Arrange collection of income, disburse the payments and maintenance of the accounts of the University.
- b. Be responsible for the preparation of annual accounts and the budget of the University for the next Financial.
- c. Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance with Statutory Regulations.

- d. He/she will also ensure compliance with all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice-Chancellor
- e. Ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions is maintained by the University.
- f. Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- g. Ensure that the fee structure once approved, is implemented and fees from the students received in time with penalties, if any.
- h. The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/ receipts and statements/ returns that he/she may consider necessary for the performance of his/her duties.
- i. The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after the internal audit set-up is established.
- j. He/she shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central/ State Govt. and local bodies.
- k. Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
- l. To bring to the notice of the Chancellor/Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against the person at fault.
- m. To call from any office of the University, including Schools/Institutions / Departments maintained by the University, any information or report that he may consider necessary for the performance of his functions.

- n. Any receipt is given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management and shall be sufficient proof for the collection of money by the University.

Part - II

The Finance Committee:-

1. The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

2. Constitution

The Finance Committee shall consist of the following:

- a. The Chancellor – Chairman
- b. The Pro-Chancellor
- c. The Vice-Chancellor
- d. The Registrar
- e. One person to be nominated by the Chancellor
- f. Two persons to be nominated amongst the faculty by the Vice-Chancellor
- g. The Chief Finance and Account Officer (CFAO) -Member Secretary

3. Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

4. Meetings and Quorum

- a. Three members (in addition to the Chancellor and Vice Chancellor) of the Finance Committee shall form a quorum for a meeting of the Committee.
- b. The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

5. Powers and Functions

- a. All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management. Chairman is Vice-Chancellor while F.C. is chaired by Chancellor.
- b. The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- c. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- d. To conduct scrutiny of accounts of the University, whenever called upon by the Board of Management.
- e. To review the concurrent and the yearly Audit Reports and make recommendations thereupon.
- f. To approve the Regulations for the policies and guidelines for purchase/procurements in the University.
- g. In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- h. Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

STATUTE - 14**Board of Studies**

1. The Board of Studies shall be the principal academic body of the School / Teaching Departments and therefore, shall be constituted for each School. It shall be a statutory body and shall consider all the academic matters of the school and make the appropriate recommendations to the faculty for its consideration and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned Subject(s).

2. Constitution

The Senior most Professor shall be the Chairman of the Board of Studies nominated by the Vice-Chancellor and shall have the following as members, namely:

- i. Head of the teaching departments of the Subjects/department(s).
- ii. One Professor and the Associate Professors of the Subjects by rotation.
- iii. One Professor from another faculty as a nominee of the Vice-Chancellor.
- iv. Two co-opted experts who possess special attainments in particular fields of study and are not employees of the University nominated by the Vice- Chancellor.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

3. Meetings and Quorum

- a. As a routine, the Board of Studies shall normally meet in every semester on the dates as fixed by the Dean of the faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days' clear notice for the same.

- b. The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairman in consultation with Vice-Chancellor and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.
- c. One third member of the Board of Studies shall form the quorum for a meeting.

4. Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include the following:

- a. To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
- b. To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
- c. To recommend to the Dean the combination and sub-division of the Departments or the Schools, if required.
- d. To consider and make recommendations to the Dean on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
- e. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fees and other academic requirements concerning the Subjects.

- f. To take measures for Quality Education and Accreditation of the Departments of Studies.
- g. The Board of Studies shall also be responsible:
 - i. To prepare syllabus for courses of study under their purview.
 - ii. To prepare a scheme of examinations.
 - iii. To prepare panels of names of persons suitable for appointment as paper-setters / examiners/valuers.
 - iv. To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programmes referred to it.
 - v. To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
 - vi. To prepare and submit the Annual Report of the functioning of the Department to the Vice-Chancellor.
 - vii. To go through and consider any other academic matter which may be referred to it for opinion.
- 5. The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and/or administrative nature.

STATUTE - 15**Dean of the Faculty**

1. The Dean shall be the Head of a faculty of studies.
 - a. The Dean shall be appointed by the Vice-Chancellor in order of seniority, with due consideration given to merit, from amongst the Professors of the various Departments of the Faculty.
 - b. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he/she may be considered for reappointment but shall not be appointed for third consequent term.
 - c. If at any time, there is no Professor in the department, the Vice-Chancellor may appoint an Associate Professor / Dean of Sister Faculty as Dean for the period of absence of the Professor.
 - d. The Dean shall be the Head of the Faculty / School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty.
 - e. The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s) but shall not have the right to vote unless he is a member thereof.
 - f. The Dean shall perform such other functions as may be prescribed by the statute.

STATUTE - 16**Dean of Students Welfare**

1. The Dean Students Welfare (DSW) shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice-Chancellor.
2. The details of the Duties and Functions of the Dean Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the Dean so appointed is not found satisfactory, his/her term may be reduced by the Vice-Chancellor.

STATUTE -17**Faculties of the University**

1. The University shall commence its academic activities with the following Schools in the year of establishment:
 - a. Faculty of Engineering and Technology
 - b. Faculty of Management & Commerce
 - c. Faculty of Agriculture Science
 - d. Faculty of Legal Studies
 - e. Faculty of Computer Applications
 - f. Faculty of Library Science
 - g. Faculty of Arts and Design
 - h. Faculty of Medical Science (Medicine)
 - i. Faculty of Dentistry
 - j. Faculty of Nursing
 - k. Faculty of Allied & Paramedical Sciences
 - l. Faculty of Pharmacy
 - m. Faculty of Ayush
 - n. Faculty of Physical Education
 - o. Faculty of Mass Media and Communication
 - p. Faculty of Vocational Studies
 - q. Faculty of Science
 - r. Faculty of Entrepreneurship Development & Skill Development.
 - s. Faculty of Education
 - t. Faculty of Rehabilitation Science
 - u. Faculty of Occupational therapy
2. New Schools/Departments may be established subject to the approval of the Academic Council, and other relevant bodies of the University. Department may offer other programmes after due approval of the Academic Council.

3. Some of the schools may offer some of the programs from different academic years as per the need and approval of the academic council from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University.
4. The curriculum of the program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competent bodies of the University including that of the Academic Council as per the provisions of respective regulatory bodies.
5. New Faculty may be included in accordance with the UGC/Regulatory authority curriculum framework as decided from time to time.

STATUTE -18

Students Council

1. The Students Council shall mainly function as a forum for the students. This forum mainly gives feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean Students Welfare.
2. Under the control of the Dean Students Welfare, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
3. The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE -19**APPOINTMENT OF THE TEACHERS IN THE UNIVERSITY****[Refer Section 26(d) of the Act 2007]**

1. The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE, NMC, DSC, PCI, BCI, COA, INC and/or other Regulatory Councils for the courses offered by the University.

2 ELIGIBILITY FOR APPOINTMENT:

- 2.1 A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, NMC, DCI, DSC, PCI, BCI, COA, INC UGC, AICTE and such other competent bodies according to the courses offered by the University from time to time.
- 2.2 Wide publicity will be given for the vacancies to be filled in through portal of the University and in daily Newspapers as and when required.

3. SCREENING COMMITTEE.

- 3.1 An screening committee consisting of three members appointed by the Vice-Chancellor shall screen all the application and prepare a summary of all the candidate satisfying the essential qualification and to be called for the interview. Also a list of candidate rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- 3.2 The academic performance indices (APIs) merit as per UGC prescribed guidelines.

4. CONSTITUTION OF SELECTION COMMITTEE:

4.1 Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of institute.

- 4.2
 - (i) The Vice – Chancellor- Chairperson
 - (ii) One observer not connected with the University in any manner to be nominated by the Regulatory Commission -Member
 - (iii) Three subject experts nominated by the Vice-Chancellor

-	Member
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 - (iv) Dean of concerned Faculty

-	Member
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 - (v) Head of the Department

-	Member
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- 4.3 The Selection Committee shall recommend to the Governing Body the names arranged in order of merit
- 4.4 Provided that no recommendation shall be made unless at least two subject experts and the Chairman under clause 3.2 mentioned above are present in the Selection Committee meeting.
- 4.5 After the approval of Selection Committee's recommendation by the Board of the Management, appointment letters will be issued by the Registrar.

5. RECOMMENDATIONS OF SELECTION COMMITTEE:

The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

6. FIXED PERIOD/PART-TIME/CONTRACTUAL FACULTY:

In addition to full time teachers, Vice- Chancellor may also decide to engage teachers for a fixed period (not exceeding 3 years), part time or on contracted basis along with terms and conditions such as honorarium, TA/DA, if any, conveyance charges etc. of such engagements, from time to time decided by the Board of Management.

7. EMINENT/ADJUNCT/ VISITING PROFESSORS:

7.1 The Vice-Chancellor on the recommendations of the Dean/Principal/Head of the Department and the Dean of the Faculty may invite eminent/adjunct/visiting Professors in consultation with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.

7.2 For the appointment in these categories mentioned above the Vice-Chancellor may on his own consider and recommend appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion provided the Board of Management and the Chancellor approved such appointments.

STATUTE -20

Terms and Conditions of Service for Non-Teaching Staff:
Appointment, Terms and Conditions of Service, Categories of
Service, Code of Ethics, and Action against Non-Teaching Staff
[Refer Section 26 (1) (e)]

1. Appointment:

- a. Appointment shall be made against the vacancy recommended by the Job Creation Committee in consultation with the Registrar and duly approved by the Chancellor of the University.

2. Selection Committees for Non-Teaching Positions

- a. Each of the Selection Committee for appointment to the posts of various categories of non-teaching staff, other than the academic staff, shall consist of the following members:
- b. The Registrar-Chairman
- c. Nominee of the Vice-Chancellor from among the Professors of the University
- d. For the posts of other officer group such as Deputy /Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
- e. The quorum for a meeting of a selection committee constituted, shall be three, including external expert if any.
- f. The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.

If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

3. Terms and Conditions of Service and Code of Ethics of Non-Teaching Staff

- a. All the non-teaching staff of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and Regulations.
- b. Each Non-teaching staff when joining the University Service has also to sign a Code of Conduct and Ethics specified for the University Non-teaching staff.

4. Categories of the Non-Teaching Employees

- a. Following types of non-teaching employees will be employed by the University
 - i. Permanent / Probationary Employees
 - ii. Contractual Employees
 - iii. Casual Employees
- b. Permanent employees shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory in a working period of eleven (11) months or less.
- c. Contractual employee means an employee who is appointed on a contract basis for a specified period.
- d. Casual Employee means an employee who is engaged based on a Muster Roll.
- e. The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

5. Action against Non-Teaching Employees

- a. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a factfinding committee and if necessary, based on the factfinding Committee's recommendations, may institute an Enquiry Committee for the purpose.
- b. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to and seek the consent of the Vice-Chancellor whose decision will be final.
- c. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such order.

STATUTE - 21**Other Officers of the University & Creation of New Authorities**

Following shall be the other Officers of the University:

- a. The Deputy and the Assistant Registrars
 - b. The Chief, the Deputy and the Assistant Librarians
 - c. The Director and the Assistant Director of Physical Education/Education
 - d. The Director Corporate Relations
 - e. Chief Proctor
 - f. Proctor
 - g. Warden
1. Other officers as stated above from (1)(a) to (1)(c) shall be whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
 2. The appointment of officers mentioned at (1)(d) and (1)(g) may be whole-time salaried officers or the additional responsibility to the existing staff to perform their respective duties and functions.
 3. The powers and responsibilities of other officers shall be as specified in the respective Regulations.

Creation of New Authorities

1. Governing body on the recommendation of the Vice-Chancellor may create new authorities of the University for smooth and efficient working of the University.
2. The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
3. The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, be provided in the Statutes and ordinances.

STATUTE - 22**Conferment of Honorary Degrees and Academic Distinctions**

1. University may confer Honorary Degree of D.Sc./D. Lit./LLD/Ph.d or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Arts, Humanities, Law, Social Sciences, Culture, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:
 - a. All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the acceptance of the Governing Body before submission to the Chancellor for conferring the honour. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
 - b. If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two-third majority of the members of the Governing Body and the approval of the Chancellor.

STATUTE - 23**Administration of Endowment/Corpus Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University**

1. The Board of Management may accept donations for the creation of an endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of a recurring nature.
2. The Board of Management shall administer all the donations/endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship/stipend or award/prize in the name of the organization/individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.

5. The Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards/prizes shall be laid down in the M.O.U. for each case.
8. In case, any endowment is accepted by The Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
10. Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE - 24

Convocation

1. The Visitor, and in his absence the Chancellor, shall preside over the Convocation of the University. In the absence of both, the Vice-Chancellor shall preside over the Convocation.
2. The University Convocation will be normally held every year for the award of Degrees, Diplomas and other Distinctions.
3. The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
4. The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.
5. In the case of awarding Honorary D. Sc. / D.Lit./LLD/Ph.d degree to a top international dignitary special convocation may be held following the same procedure maximum of two times in an academic year.

STATUTE – 25**Admission of Students, Provision Regarding Fee to be Charged from the Students****1. Admissions**

- a. The admissions in the courses offered by the University shall be open to all the candidates who fulfil the eligibility criteria and will be made strictly according to the eligibility criteria/rules as per government norms and respective regulatory bodies. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
- b. Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations/admission tests conducted by the University or by the State/National Bodies as decided by the University from time to time and eligibility as per the guidelines of the respective regulatory body will be followed. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and will decide/approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Website / Electronic Media of that Academic Session before the commencement of the admission procedure.

2. Admission Committee

- a. The Vice-Chancellor, for making the admission in certificate, diploma, undergraduate, post-graduate programmes and PhD programmes offered by the various Faculty/school/departments will constitute a committee comprising of following members:
 - i. Registrar/Director of the admission committee will be the Chairman.
 - ii. Dean / HoDs of all schools will be the members
 - iii. Controller of Examination will be the member secretary

- b. **Sub-committee** may be constituted for any specific work related to admission.
- c. **Reservation of Seats** for Students below Poverty Line, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped, Management Quota, and other Categories.
- i. Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty line family, Scheduled Castes, Scheduled Tribes, Other Backwards Classes, Physically Handicapped and other categories shall be applicable to the University.
 - ii. Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defence Personnel, and other specified categories shall be reserved primarily as per law/Constitution of India and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
 - iii. Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guidelines/approval given by the respective regulatory bodies / National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians, as required.
 - iv. If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criteria.

Provision Regarding Fee to be Charged from the Students

1. The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to the directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from the regulatory commission.
2. Other charges and fees shall be payable by the student as decided by the University from time to time. It shall include the following:
 - a. Students' Alumni Association Fee
 - b. Examination Fee for each semester
 - c. Internet Fee
 - d. Library Fee
 - e. Sports Fee
 - f. Training and Placement Fee
 - g. Hostel and/or Bus Fee
 - h. Caution Money
 - i. Issue of duplicate documents such as mark sheets, migration certificates, degree certificates, character certificates etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
 - j. Fee for the Health Services
 - k. Counselling Fee
 - l. Cultural Activities Fee
 - m. Fee for attending additional classes for improvement of grades or additional courses
 - n. Transcripts Fee
 - o. Innovation Cells, Industry Visits, Educational Trips, Skill Set Aptitude and Personality Development etc.
 - p. Group Insurance Premium
 - q. Degree Verification Fee
 - r. Any other fee provided and approved by competent authorities of the University

3. Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
4. Other fee such as enrolment, migration certificate, transfer certificate etc. shall be charged at the rates approved by the University from time to time as laid down in the concerned Regulation.
5. Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

STATUTE - 26

Annual Report

1. The Annual Report of the University shall be prepared by the Registrar and shall be placed before the Vice-Chancellor.
2. The Annual Report shall consist of two (2) parts
 - a. Activity Report highlighting the steps taken by the University for the Fulfilment of its objectives for which the Registrar shall be responsible and
 - b. The Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
3. Vice-Chancellor shall put forward the annual report to the Board of Management and once approved by Board of Management, annual report shall be placed for the approval of Governing body.
4. A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with the University seal and signatures.
5. The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.
6. The Board of Management shall, thereafter, send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
7. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
8. A copy of the Annual Report will also be presented to Visitor and Regulatory Commission.

STATUTE - 27**The Proctorial Board**

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - a. The Chief-Proctor - Chairman
 - b. A Professor nominated by the Vice-Chancellor
 - c. Dean Student Welfare convener
 - d. All Proctors
 - e. All Wardens of the Hostels and
 - f. One student nominated by the Vice-Chancellor from the Students Council
2. The Chief Proctor and the Proctors shall be appointed by the Vice-Chancellor from the list of the teachers of the University.
3. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrolment of the student in the University.
4. The term of the above appointments shall be that of three (3) years. However, it could be reduced by the Vice-Chancellor if the duties performed by an individual are found unsatisfactory.

5. Powers of the Proctorial Board

- a. The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
- b. Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
- c. If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice-Chancellor for a fine/warning letter to his/her suspension for a period of one week or one or more semesters or the expulsion from the University.

6. Duties of Chief Proctor

- a. To bring all the matters to the notice of the Vice-Chancellor before the consideration of the Proctorial Board.
- b. To carry duties of maintaining the discipline among the students as laid down in the Regulations.

STATUTE - 28**Committees/Boards of the University**

2. The Vice-Chancellor may appoint as many standing or special committees as it may deem fit.
3. Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the Vice-Chancellor.
4. Anti-ragging committee will be formed as per the UGC guidelines.
5. Woman's Grievances Cell shall be formed as per the UGC guidelines.
6. SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.
7. The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of references as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities and or the Statutes.

STATUTE - 29**Creation of Centers, Cells and Committees
for Quality Education and Accreditation Processes**

1. For the purposes of imparting Quality Education and Accreditation, the Vice Chancellor of the University shall create the following Boards, Cells, Centers, and Committees as per UGC/NAAC/NBA Guidelines:
 - a. Training, Placement and Industrial Interaction Cell
 - b. Collaborations and MOUs Development Cell
 - c. Research and Innovations Development and Promotional Centre.
 - d. Information Technology and Knowledge Management Centre
 - e. Values and Ethics Development Cell
 - f. NSS and Community Services Centre
 - g. Internal Quality Assurance Cell (IQAC),
 - h. Environmental Consciousness and Green Audit Committee
 - i. University Academic and Administrative Yearly Audit Committee
 - j. University Academic Calendar Preparation and Monitoring Cell.
 - k. Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
 - l. Equal Opportunity Cell

- m. Gender Sensitization Cell
- n. Health Centre
- o. Day care Centre
- p. Women and Students Grievances Committee
- q. Anti-Ragging Committee
- r. Staff Welfare Committee
- s. Entrepreneur Development Cell

STATUTE – 30

Creation of Chairs

1. Establishment of the Professorial / Research Chairs for Creating Focused Seats / Institutions of Higher Learning.
 - a. A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - b. The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and/or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - c. The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Chancellor.
2. In furtherance of the objective of the establishment of a Chair, the University -
 - a. Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - b. Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
 - c. May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of the establishment of the Chair.
 - d. May establish and/or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.

- e. May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
- f. May also procure essential raw material and consumables in furtherance of the objectives of the establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- g. The establishment of the Chair shall require a one-time donation as decided by the Chancellor / Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- h. The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

STATUTE - 31

University Fund

1. The University Fund shall be kept in several accounts as may be approved by the Board of Management.
2. The Vice-Chancellor shall nominate an officer and/or the CFAO who shall have authority to operate the account of the University Fund with the permission of the Chancellor.
3. All necessary expenditures will be permitted by the Chancellor/Pro-Chancellor and Vice Chancellor subject to provisions of the Act and the Statutes.
4. There shall be a detailed internal audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
5. The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.

6. The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above, of the University, prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
7. After auditing, the accounts shall be printed in the prescribed format. True copies of such accounts together with the copies of the audit report shall be submitted by the Board of Management to the Governing Body.
8. The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

Wherever, the statutes are silent or nothing is mentioned about any subject then the act of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 and other provisions of regulatory/statutory bodies of the Central or State Government may be applicable.

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भोपाल, दिनांक 15 मार्च 2024

क्र. आर-27-सीसी-24-अड़तीस.-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, ज्ञानोदय निजी विश्वविद्यालय, नीमच के प्रथम परिनियम क्रमांक 01 से 37 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 37

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
वीरन सिंह भलावी, अवर सचिव.

STATUTE – 1

Short Title, Commencement and the Jurisdiction

- (a) The "Statutes" means the Statutes of the Gyanodaya University at Village - Suwakheda, District - Neemuch, Madhya Pradesh. Hereafter, the University means Gyanodaya University.
- (b) These Statutes shall come into force with effect from the date of the notification in the State Government Gazette.
- (c) These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007 and the arnendments thereafter. If there be any difference in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
- (d) Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statues according to the provision of Section 26 of the Act. The amended / subsequent statues, if any shall be applicable with immediate or prospective effect, from such a date as prescribed in the notification.

The Jurisdiction for Legal Matters

All matters pertaining to any act / law shall be the subject of the jurisdiction of Bhopal, Madhya Pradesh.

STATUTE – 2**Definitions**

- (a) **'Act'** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007", as amended from time to time;
- (b) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules;
- (c) **'Academic Council'** means the Academic Council of Gyanodaya University;
- (d) **'Academic Year'** means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance;
- (e) **'Administrative Officer'** means an officer looking after the day-to-day administrative work of the Gyanodaya University;
- (f) **'Below Poverty Line family'** means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (g) **'Board'** means, the Board of Management of the Gyanodaya University;
- (h) **'Board of Studies'** Means the Board of Studies of the University departments / faculties;
- (i) **'Chancellor'** means Chancellor of Gyanodaya University;
- (j) **'Chief Finance and Accounts Officer'** means the Chief Finance and Accounts Officer of Gyanodaya University;
- (k) **'Convocation'** means the convocation of the University;
- (l) **'Course(s)'** means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;

- (m) **'Dean of Faculty'** means the Chairperson of the Faculty of Gyanodaya University, Neemuch (MP);
- (n) **'Decided by the University / University may decide / Decision of the University'** means as decided by the Vice - Chancellor with the approval of the Chancellor;
- (o) **'Department'** means Department of Studies / School of Studies / Centre of Studies of Gyanodaya University;
- (p) **'Employee'** means any person working on the payroll of the University;
- (q) **'Endowment Fund'** means an investment fund set up by University / Individual / Group of persons / Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes / Ordinances / Regulations;
- (r) **'Faculty'** means the Faculty of the University headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;
- (s) **'Fee'** means the collection made by Gyanodaya University from the students by whatever means it may be called;
- (t) **'Governing Body'** means the Governing Body of the Gyanodaya University;
- (u) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level;
- (v) **'National Council of Assessment and Accreditation'** means an statutory bodies of autonomous institution of the University Grants Commission, situated at Delhi;
- (w) **'Ordinances'** means Ordinance of Gyanodaya University;
- (x) **'Other Backward Classes'** means, the communities, castes and tribes notified by the State Government from time to time;

- (y) **‘Pro-Vice - Chancellor’** means, Pro-Vice - Chancellor of Gyanodaya University
- (z) **‘Qualification’** means Degree or Diploma or any other qualification awarded by Gyanodaya University;
- (aa) **‘Registrar’** means the Registrar of Gyanodaya
- (bb) **‘Regulatory Commission’** –means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007;
- (cc) **‘Regulatory Council’** - means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987 (52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Medical Council of India constituted under the Medical Council Act, 1956 (2 of 1956), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiy Parishad Act, 2000 (No. 1 of 2001) or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of the Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act 1973 (59 of 1973), the National Council of Teachers Education established under the National Council of Teachers Education Act, 1993 (3 of 1993), the Central Council for Research in Yoga and Naturopathy established as an autonomous body under the department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research established as a registered society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions for ensuring standards of higher education from time to time as the case may be;
- (dd) **‘Regular Education’** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University;

- (ee) **'Rules and Regulations'** means the Regulations framed by the Board of Management of the University for its Governance;
- (ff) **'Scheme and Curriculum'** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University;
- (gg) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India;
- (hh) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India;
- (ii) **'School of Studies'** means an institution maintained by Gyanodaya University as a place of higher learning and research' in the campus;
- (jj) **'Sponsoring Body'** in relation to Gyanodaya University means "Gyanodaya Shikshan Samiti", Neemuch a Registered as a trust under Indian Trust Act 1882;
- (kk) **'State Government'** shall mean, the Government of the State of Madhya Pradesh;
- (ll) **'Teacher'** means, teaching staff of the University as defined by the UGC;
- (mm) **'Act'** means, the Madhya Pradesh NijiVishwavidyalaya (Sthapana Avam Sanchalan) Act , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
- (nn) **'University'** means the Gyanodaya University established or incorporated by or under the State Act;
- (oo) The terms **'he', 'him' and 'his'** include the feminine gender also;
- (pp) **'UGC'** means University Grants Commission, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956;

- (qq) **‘Vice - Chancellor’** means the Vice - Chancellor of Gyanodaya University;
- (rr) **‘Visitor’** as prescribed in the Act 2007, means the Visitor of Gyanodaya University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
- (ss) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Act.
- (tt) **STRUCTURAL HEIRARCHY AND POSITIONS:**
- a. Governing Body
 - b. Chancellor
 - c. Board of Management
 - d. Vice-Chancellor
 - e. Academic Council
 - f. Deans of Faculties
 - g. Registrar
 - h. Chief Finance and Account Officer
 - i. Board of Studies
 - j. Director Students’ Welfare

Director/Dean/Principal/Head of Teaching department/Centre of studies

STATUTE – 3

Seal of the University

- (a) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University,
- (b) The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government.

STATUTE – 4**The Objectives of the University**

The University shall have the following objectives in addition to those described in Section 3 of the Act:

- (a) To provide excellent teaching, training and instructions in the perspective of Higher Education and make necessary provisions for advancements, research and dissemination of knowledge.
- (b) To create highest degree of intellectuals that contributes to development through their skills and abilities.
- (c) To establish State of the Art facilities for high quality education and training.
- (d) To develop advanced and holistic environment for teaching and research.
- (e) To develop programmes that offers continuing education for the inmate students, faculty, working professional and community at large.
- (f) To hold examinations and confer degree, diploma, or grant certifications and other academic distinctions or titles on persons subject to such conditions as the university may determine and to withdraw or cancel any such degree, diploma or certificate and other academic distinctions or titles in the manner prescribed by the board of Board of Governors and/or Board of Management.
- (g) To establish a pro-active and dynamic governing structure incorporating the best practices of the excellent Universities of the world and also the norms suggested by UGC / AICTE / State and Central Government and similar organization.
- (h) To impart education at diploma, graduate, post graduate and doctoral levels along with excellent certification and academic distinctions in the University.
- (i) To comply with regulations, acts and recommendations made by various authorities including that of State and Central Governments.
- (j) To provide opportunities in placement and entrepreneurial schemes proposed by other institutions, government sections and industries.
- (k) To collaborate with renowned Indian and Foreign Universities and facilitate exchange programmes.

STATUTE – 5

Appointment, Terms, Conditions, Powers of the Chancellor

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

(1). Chancellor

(a) Appointment of the Chancellor

In accordance with the Act of the Private Universities 2007, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

1. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body.
2. The Chancellor shall hold the office after the approval of the Visitor.
3. The Chancellor shall hold the office for a period of five years and shall be eligible for re-appointment with the approval of the Visitor by following the procedures as laid down above under clause (a) of this statute.
4. In case of vacancy arisen on the post of Chancellor by virtue of any reason, the Pro Chancellor shall perform the duties of the Chancellor till the existence of vacancy on the post of Chancellor. In case of absence of office of Pro-Chancellor, the Vice Chancellor shall perform the duties of the Chancellor till the existence of vacancy on the post of Chancellor but this period shall not exceed more than six months in any circumstances.

(b) The Powers and Functions

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

- (i) To appoint and remove the Pro Chancellor and the Vice – Chancellor.
- (ii) To call for any information or record.
- (iii) Such other powers as may be conferred by the Statutes.

Since chancellor is a ceremonial head of the University, with no involvement in day-to-day affairs or activities of the University, he shall not be held responsible for any academic or any other actions of the University or any of its officer's body or authority.

(c) The Resignation / Removal

- (i) The Chancellor may submit his / her resignation to the Visitor in writing through the Sponsoring Body.
- (ii) In a meeting called for the purpose, the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and if passed by two third majorities shall recommend to the Visitor for the removal of the Chancellor.
- (iii) In both the above cases, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (a) of this statute.

(2). Pro-Chancellor**(a) Appointment of the Pro-Chancellor**

The Pro Chancellor shall be appointed by the Chancellor on the recommendation of Governing body for such a period he may deem fit.

- 7) The Pro Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Chancellor subject to approval of governing body.

(b) The Tenure

- (i) The Pro Chancellor shall hold the office for such a period which Chancellor may deem fit. The pro Chancellor shall be eligible for re-appointment subjected to recommendation of Sponsoring body and approval of Chancellor.
- (ii) In case of a vacancy arisen on the post of Chancellor by virtue of any reason, the Pro Chancellor shall perform the duties of the Chancellor till the existence of vacancy on the post of Chancellor.

(c) The Powers and Functions

The Pro Chancellor shall exercise powers as delegated by the chancellor such as preside over the meeting of the Governing Body and shall, when the Chancellor is not present, preside over convocation of the University for conferring degrees, Diplomas or other academic distinctions etc. Some of the important powers and functions are mentioned below:

- (iv) To call for any information or record.
- (v) To direct any officer of the University to reconsider his/her decisions.
- (vi) Such other powers as may be conferred by the Statutes.

(d) The Resignation / Removal

- (j) The Pro Chancellor may submit his / her resignation to the Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.
- (iv) The Chancellor is of opinion that the activities of Pro Chancellor are detrimental to the interest of University then he, by an order in writing therein remove the Pro Chancellor from his office from a date specified in the order.

Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University;

(b) The Tenure

The tenure of the founder Vice – Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to hold office for a period of additional six months or a new Vice - Chancellor joins, whichever is earlier.

The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

(c) The Powers and Functions of the Vice - Chancellor

The Vice - Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.

- (i) Shall preside over the convocation of the University in the absence of the Visitor, the Chancellor and the Pro Chancellor.
- (ii) Shall chair the meetings of the Governing Body, in the absence of the Chancellor and the Pro Chancellor.
- (iii) May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (iv) If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned

authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- (v) If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice - Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice - Chancellor affect any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of the appeal.

(2) Pro Vice-Chancellor

(a) Appointment of the Pro Vice Chancellor

The Pro Vice Chancellor shall be appointed by the Chancellor on the recommendation of Governing body for such a period he may deem fit.

(b) The Tenure

- (ii) The Pro Vice Chancellor shall hold the office for such a period which Chancellor may deem fit. The Pro Vice Chancellor shall be eligible for re-appointment subjected to recommendation of Governing body and approval of Chancellor.
- (iii) In case of a vacancy arisen on the post of Vice Chancellor by virtue of any reason, the Pro Vice Chancellor shall perform the duties of the Vice Chancellor till the existence of vacancy on the post not exceeding 6 months.

(c) The Powers and Functions

The Pro Vice Chancellor shall exercise powers as delegated by the chancellor or/and the Vice Chancellor

(d) The Resignation / Removal

- (k) The Pro Vice Chancellor may submit his / her resignation to the Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.
- (v) The Chancellor is of opinion that the activities of Pro Vice Chancellor are detrimental to the interest of University then he, by an order in writing therein remove the Pro-Vice Chancellor from his office from a date specified in the order.

STATUTE – 6**Appointment, Terms and Conditions and Powers of the Vice-Chancellor**

The Vice - Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

(I) Vice-Chancellor**(a) Appointment of the Vice - Chancellor**

- (i) The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfill the norms as prescribed by the UGC from time to time.
- (ii) The Selection Committee, while preparing a panel shall give due considerations to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates.
- (iii) The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
 - i. Two eminent academicians nominated by the Sponsoring Body
 - ii. One eminent person nominated by the State Government
 - iii. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- (iv) The Selection Committee shall submit a panel of at least three eminent persons for the appointment of the Vice – Chancellor.
- (v) If the Chancellor does not approve the recommendations of the Selection Committee, the Selection Committee shall be requested for fresh recommendations.

Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University;

(b) **The Tenure**

The tenure of the founder Vice - Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to hold office for a period of additional six months or a new Vice - Chancellor joins, whichever is earlier.

The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

(c) **The Powers and Functions of the Vice - Chancellor**

The Vice - Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.

- (i) Shall preside over the convocation of the University in the absence of the Visitor, the Chancellor and the Pro Chancellor.
- (ii) Shall chair the meetings of the Governing Body, in the absence of the Chancellor and the Pro Chancellor.
- (iii) May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (iv) If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned

authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- (v) If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice - Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice - Chancellor affect any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of the appeal.

(2) Pro Vice-Chancellor

(a) Appointment of the Pro Vice Chancellor

The Pro Vice Chancellor shall be appointed by the Chancellor on the recommendation of Governing body for such a period he may deem fit.

(b) The Tenure

- (ii) The Pro Vice Chancellor shall hold the office for such a period which Chancellor may deem fit. The Pro Vice Chancellor shall be eligible for re-appointment subjected to recommendation of Governing body and approval of Chancellor.
- (iii) In case of a vacancy arisen on the post of Vice Chancellor by virtue of any reason, the Pro Vice Chancellor shall perform the duties of the Vice Chancellor till the existence of vacancy on the post not exceeding 6 months.

(c) The Powers and Functions

The Pro Vice Chancellor shall exercise powers as delegated by the chancellor or/and the Vice Chancellor

(d) The Resignation / Removal

- (k) The Pro Vice Chancellor may submit his / her resignation to the Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.
- (v) The Chancellor is of opinion that the activities of Pro Vice Chancellor are detrimental to the interest of University then he, by an order in writing therein remove the Pro-Vice Chancellor from his office from a date specified in the order.

STATUTE – 7**Appointment, Functions, Duties and Powers of the Registrar**

The Registrar shall be the Chief Administrator of the University and shall carry out the orders / instructions given by the Vice - Chancellor and administer the University as per rules and regulations.

1. Registrar**(a) Selection and Appointment of the Registrar**

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Vice - Chancellor– Chairperson;
- (ii) Nominee of the Chancellor;
- (iii) Two expert members approved by the Board of Management and
- (iv) Senior most Dean of the Faculty.

The University shall follow the following procedure for the selection of the Registrar:

- (i) Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- (iii) The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short-listed candidates, atleast seven days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.

- - However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
 - (v) The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty-five(65) years or otherwise as decided by the Governing Body.
 - (vi) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (b) The Resignation / Removal
- (i) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
 - (ii) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- (c) Functions and Duties of the Registrar shall include the following:
- (i) All documents such as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.
 - (ii) The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
 - (iii) Maintaining the records, the common property and any such other property

of the University as the Governing Body may decide:

- (iv) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
- (v) The Registrar shall convene the meetings of the all the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice – Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the minutes of the previous meeting and to communicate the agenda of the proposed meeting, well in advance.
- (vi) Registrar shall send the copy to the Chancellor of each agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.
- (vii) The Registrar shall have the powers to take action against non-teaching employees. However, if the act is of gross indiscipline or otherwise misconduct, the departmental enquiry may be constituted and if the serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges labelled and detailed proceedings and findings of the Enquiry Officer.
- (viii) The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a Chairman or member. He will be required to keep the minutes of such meetings.

2. Joint-Registrar

(a) Appointment of the Joint Registrar

The Joint Registrar shall be appointed by the Chancellor on the recommendation of Vice Chancellor for such a period he may deem fit.

(b) The Tenure

- (iv) The Joint Registrar shall hold the office for such a period which Chancellor may deem fit. The Joint Registrar shall be eligible for re-appointment subjected to recommendation of Vice Chancellor and approval of Chancellor.
- (ii) In case of a vacancy arisen on the post of Registrar by virtue of any reason, the Joint Registrar shall perform the duties of the Registrar till the existence of vacancy on the post.

(c) The Powers and Functions

The Joint Registrar shall exercise powers as delegated by the Vice Chancellor/Registrar.

(d) The Resignation / Removal

- (i) The Joint Registrar may submit his / her resignation to the Chancellor/Vice Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.
- (vi) The Chancellor/Vice Chancellor is of opinion that the activities of Joint Registrar are detrimental to the interest of University then he, by an order in writing therein remove the Joint Registrar from his office from a date specified in the order.

STATUTE – 8**Appointment, Functions, Duties and Powers of the Chief Finance and Accounts Officer**

The University shall appoint a Chief Finance and Accounts Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Accounts Officer (CFAO).

(a) Selection and Appointment of the CFAO

The Chief Finance and Accounts Officer shall be appointed by the Chancellor on recommendation of the Selection Committee constituted for this purpose and approved by the Board of Management. The CFAO shall be the whole-time salaried officer of the University and work under the control of the Vice - Chancellor.

The Selection Committee to select the CFAO shall consists of following:

- (i) The Vice - Chancellor– Chairman;
- (ii) Nominee of the Chancellor;
- (iii) Two expert member approved by the Governing Body and
- (iv) The Registrar.

The University shall follow the following procedure for the selection of the CFAO.

- (i) The University shall invite applications for the post through the process of an advertisement and/or through Web portal of the University.
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short listed candidates at least seven (7) days in advance.

- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- (v) If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.
- (vi) The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be sixty five (65) years or otherwise as decided by the Governing Body.
- (b) The Resignation / Removal of the CFAO
- (i) When the CFAO is unable to perform his duties on account of resignation or long illness or long will full absence or due to any other reason, the Chancellor shall appoint the officiating CFAO to carry out the duties.
- (ii) If at any time, upon the representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO with substantial documentary evidences.
- (iii) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice - Chancellor.
- (c) Functions and Duties of CFAO

The functions and duties of the CFAO shall include the following:

- (i) To exercise general supervision over the funds of the University and advice about the financial policies. Further, shall be responsible to get the accounts audited regularly.
- (ii) To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.

- (iii) Subject to the control of the Vice - Chancellor and the Board of Management, the CFAO shall hold and manage the properties and investments of the University, including that of Foundation and immovable properties, for fulfilling the objectives of the University
- (iv) To see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.
- (v) To be responsible for the preparation of the annual accounts and the budget of the University and their presentation to the Board of Management after due approved by the Finance Committee.
- (vi) To keep a constant watch on the cash and bank balances and investments.
- (vii) To watch the progress of collection of revenue and advice on the methods of collection applied.
- (viii) To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices, laboratories and University Departments / Institutions.
- (ix) To bring to the notice of the Vice - Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- (x) To call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- (xi) Any receipt given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

STATUTE – 9**The Governing Body**

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

(a) Constitution

The Governing Body of the Gyanodaya University shall consist of the following members, namely:

- (i) The Chancellor an ex– officio Chairperson;
- (ii) The Vice - Chancellor;
- (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- (v) One representative of the State Government not below the rank of Deputy Secretary; and
- (vi) The Registrar - Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting if required.

(b) Tenure

The term of a nominated member of the Governing Body shall be of three(3) years and shall not hold the office for more than two consecutive terms.

(c) Powers and Functions

The Governing Body shall be the supreme authority of the University and shall have full powers with regard to all movable and immovable properties of the University. Besides above, it shall have the following powers:

- (i) To control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made there under.
 - (ii) To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Act, the Statutes, the Ordinances and the Regulations made there under.
 - (iii) To approve the budget and annual report of the University.
 - (iv) To lay down the policies to be followed by the University;
 - (v) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;
 - (vi) Shall direct, supervise and control the 'endowment fund' and also general fund account and get them audited through CFAO, as per the Act.
 - (vii) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
 - (viii) Shall frame rules/regulations for the conduct of its business.
 - (ix) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.
- (d) Meetings and Quorum
- (i) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
 - (ii) Meeting of the Governing Body shall be called under the directions of the Chancellor and in his absence by the Pro Chancellor/Vice – Chancellor as per the date and venue as the they deem fit.

- (iii) The Chancellor may, on his own or on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (iv) At least seven (7) days clear notice shall be served to the members to conduct meetings. However, during emergency this period may be reduced by the Chairperson.
- (v) Five (5) members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum.

(e) Vacancies

- (i) Any member of the Governing Body may resign his office. The letter of resignation in writing shall be sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member.
- (ii) Any member of the Governing Body, who has been nominated to other body, shall not continue to be a member of that body after his removal or the acceptance of his resignation.
- (iii) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (iv) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the member so nominated shall be a member for the un-expired portion of the term.

STATUTE – 10**The Board of Management****(a) Constitution**

There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Act. It shall consist of the following:

- (i) The Vice - Chancellor -Chairperson;
- (ii) Two representatives nominated by the Sponsoring Body;
- (iii) Two representatives nominated by the State Government;
- (iv) Two seniors most Professors of the University according to seniority by rotation;
- (v) Two seniors most Teachers of the University other than Professors as mentioned above in clause
- (vi) Registrar -Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting if required.

(b) Tenure

- (i) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (ii) The Chairperson of the Board of Management, whose decision in the matter shall be the final, shall decide any dispute or question with regard to membership or tenure of a member.
- (iii) The Vice - Chancellor and the Registrar shall be the ex-officio Chairperson and Member Secretary of the Board of Management, respectively.

(c) Vacancies

- (i) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board

of Management. Such resignation shall take effect immediately on its acceptance and communicated to the member concerned.

- (ii) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (iii) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

(d) Meetings and Quorum

- (i) The Board of Management shall meet at least once in every two months. The Vice - Chancellor may, in case of urgency, convene a special Meeting.
- (ii) The meeting shall be convened under the direction of the Vice - Chancellor.
- (iii) Five members shall constitute the quorum.

(e) Powers and Functions of the Board of Management

The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University not otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.

In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.

In addition to the aforesaid powers vested in it by and under the Statutes, have the following additional powers:

- (i) To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant

Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.

- (ii) To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
- (iii) To make appointments of Professors, Associate Professors, Assistant Professors, other teachers and such academic staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose.
- (iv) To specify the manner and appoint academic staff against the temporary vacancies.
- (v) To follow and monitor the budget for expenditure as approved by the Governing Body.
- (vi) To consider the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments.
- (vii) To manage and regulate the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such consultants as may be considered fit by it.
- (viii) To invest any money belonging to the University in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the like power of varying such investment from time to time. However, no action under this clause shall be taken without consulting the Finance Committee. Further, no such investment shall be done without the approval of the Sponsoring Body.
- (ix) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.

- (x) To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- (xi) To make recommendations to the Governing Body to transfer or accept transfers of any immovable or movable property of the University.
- (xii) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
- (xiii) To consider the recommendations made by the Finance Committee about the remuneration to be paid to examiners and invigilators and to decide the same.
- (xiv) To delegate any of its powers to the Vice - Chancellor, and on the recommendations of the Vice - Chancellor to the Pro Vice - Chancellor, the Registrar, the CFAO or any other Officer, employee or authority of the University or to a Committee appointed by it.
- (xv) To institute and award fellowships, scholarships, studentships etc.
- (xvi) To consider the recommendations of the Academic Council regarding the improvement in teaching, research and development and enhancement in the facilities such as laboratories and equipment thereof, library and other facilities.
- (xvii) To exercise the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Oordinances.
- (xviii) To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centres and Cells and forwarding the same to the NAAC as per UGC guidelines.
- (xix) The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University /Faculty / Study Centre on the other hand.

STATUTE – 11**The Academic Council**

The Academic Council shall be the statutory body of the University on all academic matters.

It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University.

It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

(a) Constitution

The council shall consist of the following members, namely:

- (i) The Vice – Chancellor - Chairperson;
- (ii) Deans of the Faculties;
- (iii) Any two Professors of the University Departments or the Associate Professors, if holding charge of the Head of the Departments and Institutions admitted to the privileges of the University. Provided that where there is no Professor or Associate Professor in the department, the teacher who acts as the Head of the Department shall be a member of the Academic Council nominated by chancellor;
- (iv) Two external experts nominated by VC, who are not employee of the University.
- (v) One member nominated by the chairman MPPURC, Bhopal
- (vi) The Registrar-member secretary shall not participate in the voting.

(b) Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

(c) Meetings and Quorum

- (i) As a routine, the Academic Council shall normally meet twice a year on the dates as fixed by the Vice - Chancellor.

However, the Vice - Chancellor may call a special meeting of the Academic Council, if required. The Registrar, shall, under the direction of the Vice - Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

- (ii) The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Chairman.

- (iii) The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.

- (iv) A copy of the minutes shall be submitted to the Chancellor also.

- (v) Approval of the resolutions shall be by simple majority of the Members present.

- (vi) One third members of the Academic Council shall form the quorum for a meeting.

(d) Powers and Functions of the Academic Council

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- (i) To exercise general supervision over the academic policies of the

University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.

- (ii) To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
 - (iii) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements.
 - (iv) To take measures for Quality Education and Accreditation of the University.
 - (v) To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
 - (vi) To approve the new courses of studies.
 - (vii) To approve the Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks / credits for individual subjects in all the courses.
 - (viii) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
 - (ix) To consider other academic or student welfare matters referred to it.
 - (x) Shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Councils from time to time, are adhered to.
- (e) Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in

view the guidelines of National Regulatory Bodies such as UGC, AICTE etc. with regard to the creation or abolition of teaching post in the University.

In addition to above, the Council shall recommend to the Board of Management the following:

- (i) The classification of the posts according to the requirements and their duties attached thereto;
- (ii) Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them;
- (iii) To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination / merger of one Faculty with another.
- (iv) To recommend the creation of New Departments, Cells and Centers.
- (v) To adopt new and advanced methods of teaching/ training/ studies/ workshops/ seminars/ lectures/ practical /conducting exams etc. either in online, physical mode, hybrid or any other method prescribed by UGC /government from time to time.

STATUTE – 12

The Finance Committee

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

(a) Constitution

The Finance Committee shall consist of the following:

- (i) The Vice - Chancellor – the Chairperson;
- (ii) The Registrar;
- (iii) One person to be nominated by the Board of Management from its members other than an employee of the University;
- (iv) Two persons to be nominated by the Chancellor;
- (v) The Chief Finance and Accounts Officer – Member Secretary.

(b) Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

(c) Meetings and Quorum

- (i) Three members other than the Vice - Chancellor of the Finance Committee shall form a quorum for a meeting of the Committee.
- (ii) The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

d) Powers and Functions

The Finance Committee shall perform the following functions namely:

- (i) All proposals relating to revision of grades, up-gradation of the pay-scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.
- (ii) The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- (iii) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- (iv) To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- (v) To review the concurrent and the yearly Audit Reports and make recommendations thereupon.
- (vi) To approve the Regulations for the policies and guidelines for purchase / procurements in the University.
- (vii) In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice – Chancellor with the approval of the Chancellor for the reasons to be recorded in writing, should be reported in the next meeting of the Finance Committee.
- (viii) Where the votes on any subject considered by the Finance committee are equally divided, the Vice - Chancellor shall have the casting vote.

STATUTE – 13**Standing Committee**

The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. The committee shall have the following constitution.

(a) Constitution

- (i) The Vice - Chancellor – Chairperson;
- (ii) Four Deans from different Faculty of Studies nominated by the Academic Council; and
- (iii) The Registrar - Member Secretary.

(b) Tenure

The nominated members of the Standing Committee of Academic Council shall hold office for a period of two years or the remaining term of his Deanship, whichever is earlier.

(c) Powers and Functions

Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for ratification.

STATUTE – 14**Examination Committee**

- a) There shall be an Examination Committee for each department / board of Studies.

This Committee shall consist of following:

- (i) Senior most Dean / Pro Vice Chancellor – Chairperson;
- (ii) Dean of the Faculty concerned;
- (iii) The Head of the Department – Convener;
- (iv) Two teachers of the Department to be appointed by VC.
- (v) Controller of Examination – member Secretary.

- b) Examination committee shall submit the panel of subject experts and examiner for paper setting, moderation, valuation of answer books to the vice chancellor, who shall appoint examiner/moderator/paper setter/value from suggested panel of submitted by the examination committee.

STATUTE – 15**Faculty of Studies / Dean of The Faculty/ Constitution of Faculty**

A. The University shall consist of following Faculty:

- i. Engineering and Technology
- ii. Arts, Design
- iii. Social Science
- iv. Humanities and Culture
- v. Management Studies
- vi. Commerce
- vii. Natural and Applied Science
- viii. Social Work
- ix. Library Science
- x. Journalism
- xi. Defence Studies
- xii. Law
- xiii. Education and Physical Education
- xiv. Computer Application / Computer Science
- xv. Hotel Management
- xvi. Pharmacy
- xvii. Nursing
- xviii. Ayurveda / Ayush
- xix. Medical & Paramedical
- xx. Yoga and Naturopathy
- xxi. Agriculture
- xxii. Veterinary
- xxiii. Vocational Studies & Skill Development.

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be as constituted according to the need

Some of the Departments may not offer some of the programmes. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. The Departments may offer any other Programme after the due approval of the Academic Council.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

The Dean shall be the Head of a Faculty of Studies.

B. The Dean shall be appointed by the Vice - Chancellor in order of seniority amongst the Professors of the various Departments of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.

- If at any time, there is no Professor in the department, the Vice - Chancellor may appoint Associate Professor / Assistant Professor as Dean for the period of absence of the Professor.
- The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s), but shall not have the right to vote unless he is a member thereof.
- The Dean shall perform such other functions as may be prescribed by the Ordinances.

C. The Faculty shall be the principal coordinating and administrative body amongst the departments of the Faculty and shall be constituted for each Faculty separately.

(a) Each Faculty shall consist of the following members, namely:

- (i) The Dean of the Faculty who shall be the Chairperson;
- (ii) The nominee of the Vice – Chancellor;
- (iii) All Heads of the departments constituting the faculty;

- (iv) All the Professors and the Associate Professors of the Departments assigned to the Faculty and the departments teaching in that faculty;
 - (v) Two experts, co-opted by the Faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.
- (b) The members of the Faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.
- (c) Powers and functions of Faculty.
- (AA) The Faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
- (BB) The Faculty shall have such powers and shall perform such duties as given in the Ordinances / Regulations.
- (CC) The functions of the Faculty shall be as follows:
- (i) Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the Faculty.
 - (ii) To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
 - (iii) To coordinate work in subjects assigned to the Faculty.
 - (iv) To secure coordination in research, whenever applicable.
 - (v) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
- (DD). The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE – 16

Board of Studies

The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body of the Faculty and shall consider all the academic matters of the Faculty and make the appropriate recommendations to the Academic Council for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned faculty.

(a) Formation of the Board of Studies

The Dean of the Faculty shall be the Chairperson of the Board of Studies and shall have the following as members, namely:

- (i) All the Heads of the teaching departments which constitute the Faculty;
- (ii) One Professor or the Associate Professors or teacher assigned by the VC from faculty;
- (iii) One Professor or the Associate Professors or teacher from other Faculty as a nominee of the Vice – Chancellor;
- (iv) Two experts, co-opted for the Board of Studies by VC who possesses special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

(b) Meetings and Quorum

- (i) As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.

- (ii) The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Dean of the Faculty and shall be sent to each member of the Board with a copy to the Vice - Chancellor for information and necessary action.
- (iii) One third members of the Board of Studies shall form the quorum for a meeting.
- (c) **Powers and Functions**

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty and recommend to the Academic Council for approval. Powers and Functions include the following:

 - (i) To exercise general supervision over the academic policies of the Faculty and to give directions regarding methods of instruction, evaluation, research and the **improvement** in the academic standards.
 - (ii) To recommend to the Academic Council regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
 - (iii) To recommend to the Academic Council the combination and sub-division of the Departments or the Faculties, if required.
 - (iv) To consider and make recommendations to the Academic Council on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
 - (v) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Faculty, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements concerning the Faculty.
 - (vi) To take measures for Quality Education and Accreditation of the Departments of Studies.
- (d) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE – 17**Students Council**

- (a) The Students Council shall mainly function as a forum of the students. This forum mainly gives the feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean of the Students.
- (b) Under the control of the Dean of Students, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
- (c) The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE -18**Admission of Students**

- A. Admission process and intake to various courses shall be as approved by the Governing Body. The number of seats in each course shall be in conformity with relevant Regulatory Body such as UGC/AICTE/PCI/MCI/BCI/NCTE etc.
- B. The University may conduct its own entrance test for all the programs, if necessary, or may utilize the list of result of such examination/ test conducted by different State/ National/ Professional body, or based on qualifying examination. The selection would be made on merit basis.
- C. The admission process shall be online or offline and transparent and shall be controlled by a committee headed by Registrar. The formation of the committee will be done by the Registrar in consultation with Vice-Chancellor and approved by the Board of Management.
- D. Policies and directives of central/ State/ Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC/EWS students below poverty line family/ physically handicapped and other categories shall be applicable to the University.

STATUTE – 19**Appointment of the Teachers in the University**

The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.

(a) Eligibility for Appointment

- (i) A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- (ii) Under the special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
- (iii) Information of vacancies will be given through advertisement or web portal of The University.

(b) Constitution of Selection Committee

- (i) Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions/Centres maintained by the University.
- (ii) The Selection Committee under the Chairmanship of the Vice - Chancellor will constitute:
 - i. One member nominated by the Board of Management;
 - ii. The Dean of the concerned Faculty of Studies;
 - iii. The Head of the concerned department.

- iv. Two experts not connected with the University to be nominated by the Vice- Chancellor.

Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii), above.

(c) Screening Committee

A Screening Committee consisting of three members, appointed by the Vice - Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cutoff APIs for interviews in case of excessive number of applications received.

(d) Recommendations of Selection Committee

The Selection Committee shall recommend to the Board of Management the names, arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar.

(e) Fixed period/ Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice - Chancellor may also decide to engage teachers for a fixed period, part time, or on contractual basis along with terms and conditions such as honorarium, TA/DA, if any, conveyance charges etc. of such engagements, from time to time.

(f) Adjunct / Visiting Professors

- (i) The Vice – Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may appoint the Adjunct / Visiting Professor after having a consultations with the Chancellor. All such

appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.

- (ii) For the appointment in these categories, the Vice - Chancellor may on his own consider and appoint distinguished scholars, scientists, writers or artists by relaxing the qualifications and eligibility criterion, provided the Board of Management and the Chancellor approves such appointments.

(g) Action against Teachers

Whenever, there is a complaint of misconduct against the Faculty, the Vice - Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

- (i). Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice - Chancellor shall further report the matter to the Board of Management and the Chancellor to do so. The decision so taken shall be the final.
- (ii). An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order, whose decision shall be final and binding on the appellant.

STATUTE – 20**Categories of the Non-Teaching Employees**

- (a) Following types of non-teaching employees will be employed by the University
- (i) Permanent/Temporary Employees
 - (ii) Contractual Employees
 - (iii) Casual Employees
- (b) Permanent employee shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated or the probation period be extended by serving notice, if the performance is found unsatisfactory in a working period of eleven (11) months or less.
- (c) Contractual employee means an employee who is appointed on contract basis for a specified period.
- (d) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (e) The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.
- (f) **Action against Non-Teaching Employees**
- Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding committee and if necessary, based on the fact finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
 - Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to the Vice - Chancellor whose decision will be final.
 - An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

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STATUTE – 21**Other Officers of the University**

- (a) Following shall be the other Officers of the University:
- (i) The Librarian
 - (ii) The Deputy and the Assistant Registrars
 - (iii) The Chief, the Deputy and the Assistant Librarians
 - (iv) The Director and the Assistant Director of Physical Education
 - (v) The Director Corporate Relations
 - (vi) The Training and Placement Officers
- (b) The Controller of Examinations
- (i) Shall be an officer of the University and shall be appointed by the Vice - Chancellor from the Faculty / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
 - (ii) Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.
- When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice - Chancellor may appoint for the purpose.
- (c) Other officers as stated above from (a)(i) to (a)(vi) except a (ii) shall be a whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission/Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
- (d) The appointment of officers mentioned at (a)(i), (a)(iii) and a (iv) above shall be made following the procedure as laid down for the appointment of Teachers and that of others mentioned at a(ii), a(v) and a(vi) shall be made according to the procedure laid down for non-teaching staff.
- (e) The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE-22

Miscellaneous

Creation of New School and Abolition or Restructuring of Existing School

On the receipt of proposal for creation of New School/ Abolition/ Restructuring of Existing School, the Academic Council will discuss & send its recommendations to the Chancellor for approval. After the approval of proposal by the Chancellor, the Vice-Chancellor will issue the order & will implement accordingly

Alteration of the number of seats in different courses of University

The number of seats in different course of University will be decided by Academic Council & proposal shall be sent to Chancellor for its approval. The similar procedure will be followed for alteration of numbers of seats in different courses. It would, however, be in conformity of the Regulatory Bodies such as UGC/AICTE/PCI etc.

Creation of Post & procedure for its abolition

In the initial stage the Governing Body will propose the number of posts to be created as per Statutes. The Chancellor will approve the number of posts required for the establishment of University as per Statutes. After creation of Board of Management the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent to Chancellor for final approval.

STATUTE – 23

Conferment of Honorary Degrees and Academic Distinctions

University shall confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:

- (a) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the assent of the Governing Body before submission to the Chancellor for conferring the honor. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
- (b) If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two - third majority of the members of the Governing Body and the approval of the Chancellor.

STATUTE – 24**Provision Regarding Fee to be Charged from the Students**

- (a) The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to directive(s) as received from the Government of India / State Government / Regulatory Commission/ UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from regulatory commission.
- (b) Other charges and fee shall be payable by the student as decided by the University from time to time. It shall include the following:
- (i) Students' Alumni Association Fee
 - (ii) Examination Fee for each semester
 - (iii) Internet Fee
 - (iv) Library Fee
 - (v) Sports Fee
 - (vi) Training and Placement Fee
 - (vii) Hostel and / or Bus Fee
 - (viii) Issue of duplicate documents such as mark sheets, migration certificate, degree certificates, character certificate etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
 - (ix) Fee for the Health Services
 - (x) Counselling Fee
 - (xi) Cultural Activities Fee
 - (xii) Fee for attending additional classes for improvement of grades or additional courses
 - (xiii) Transcripts Fee
 - (xiv) Innovation and Invocation Cells, Skill Set Aptitude and Personality Development etc.
 - (xv) Group Insurance Premium.
 - (xvi) Any other fee provided in the Regulation of the University.
- (c) Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
- (d) Other fee such as enrolment, migration etc. shall be charged at the rates approved by the University from time to time, as laid down in the concerned Regulation.
- (e) Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

STATUTE – 25**Administration of Endowment Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University.**

- (a) The Board of Management may accept donations for creation of endowment fund in the University for the Award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- (b) The Board of Management shall administer all the donations / endowments received.
- (c) The award shall be made out of the annual income accruing from the endowment.
- (d) The organization or the individuals intending to sponsor a fellowship, scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual income shall be utilized for the payment of fellowships, scholarships, awards / prizes etc.
- (e) The Board of Management shall prescribe the conditions of depositing the endowment funds in a secured instrument.
- (f) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (g) The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be such as laid down in the M.O.U. for each case.
- (h) In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (i) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- (j) Approval for carrying the literary, science, research, fine arts or similar activities can also be granted to the extent of certain limit from the endowment fund and shall be as laid down in the Regulations.

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STATUTE – 26**Convocation**

- (a) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, Vice - Chancellor shall preside over the convocation function.
- (b) The University Convocation will be normally held every year for the award of the Degrees, Diplomas and other Distinctions.
- (c) The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
- (d) The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.

STATUTE – 27**Annual Report**

- (a) The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
- (b) The Annual Report shall consist of two (2) parts (i) Activity Report highlighting the steps taken by the University for the Fulfillment its objectives, for which the Registrar shall be responsible and (ii) the Chief Finance and Accounts Officer (CFAO) shall prepare the financial report for the financial year.
- (c) The Report along with Audited Accounts shall be placed for approval of the Governing Body, once approved by the Board of Management.
- (d) A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.

STATUTE – 28**Appointment of Examiners**

The Vice - Chancellor shall appoint examiners for holding examinations in theory, practical, dissertation, etc. as required other than Ph.D., on the recommendation of Examination Committees.

- (a) The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
- (b) Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- (c) The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.
- (d) Moderators when felt necessary will be appointed by the Vice – Chancellor.
- (e) The Vice - Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- (f) The Vice - Chancellor shall declare results of various examinations conducted by the University on the advice of the Results Committee. The Committee shall consist of the Vice - Chancellor, the Registrar and the Dean of the Faculty concerned or in his absence one Senior Faculty member nominated by the Vice – Chancellor.
- (g) A separate rules and regulations shall provide to examine the M.E. / M.Tech. Dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
- (h) The Board of Management shall consider and decide the rates of honorarium and allowances to be paid to different persons involved in the examination work including the paper setters and evaluators, as and when required.
- (i) Conditions of Appointment as Examiner
 - i. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is taking the examination.
 - ii. No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.

STATUTE – 29

The Proctorial Board

- (a) There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - (i) A Professor nominated by the Vice – Chancellor – Chairperson;
 - (ii) Dean of Students;
 - (iii) The Chief Proctor – Convener;
 - (iv) All Proctors;
 - (v) All Wardens of the Hostels; and
 - (vi) One student nominated by the Vice - Chancellor from the Students Council.
- (b) The Chief Proctor and the Proctors shall be appointed by the Vice - Chancellor from the list of the teachers of the University.
- (c) The number of Proctors shall be determined by the Vice - Chancellor depending upon the enrollment of the student in the University.
- (d) The term of above appointments shall be that of three (3) years. However, it could be reduced by the Vice - Chancellor if the duties performed by an individual are found un-satisfactory.
- (e) Following shall be the Powers of the Proctorial Board:
 - (i) The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
 - (ii) Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
 - (iii) If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice - Chancellor for his suspension for a period of one or more semesters or the expulsion from the University.
- (f) The Duties of Chief Proctor :
 - (i) To bring all the matters in the notice of the Vice - Chancellor before the consideration of the Proctorial Board.
 - (ii) To carry duties of maintaining the discipline among the students as laid down in the Regulations.

STATUTE – 30**Dean of Students Welfare**

- (a) The Dean of Students Welfare shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice - Chancellor.
- (b) The details of the Duties and Functions of Dean of Students Welfare shall be as prescribed in the Regulations. However, if the performance of the so appointed Deans is not found satisfactory his term may be reduced by the Vice – Chancellor.

STATUTE –31**Creation of New Authorities**

- (a) For Creation of the new authorities, Board of Management, Academic Council and other statutory bodies will recommend for approval according to the need to the governing body. Governing body may create new authority as per recommendations and will decide their constitution, composition, powers and functions.
- (b) Any authority of the university will include women presence as per requirement, university will always take care of women empowerment.
- (c) No act or proceeding of any authority of the university shall be invalid merely by the reason of the existence of any vacancy or defection of any constituted authority (new/old) defined in this statute or act.
- (d) The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deem necessary, be provided in the Statutes and ordinances.
- (e) Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
- (f) Any committee appointed under clause(c) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
- (g) Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case as may think fit.

STATUTE –32**Departmental Council, Composition, Functions and Actions**

Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.

(a) Composition

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

(b) Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most member of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

(c) Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- (i) Shall constitute an equivalence committee in the beginning of the academic year, to consider the admission of the students of other Institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:

- i. The Head of the Department – Chairperson;
- ii. Two senior most teachers of the Department;
- iii. One nominee of the Dean of the Faculty.

- (ii) The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- (iii) Shall recommend to the Board of Studies the courses and curriculum for its consideration.
- (iv) Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- (v) Shall recommend the purchase of books and journals for the Central and Departmental Library.
- (vi) Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- (vii) Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- (viii) The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC/NBA/NAAC following guidelines:
 - i. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 - ii. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.
 - iii. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years Monitoring Committees.
 - iv. Arranging Students Counselling regularly and allotment of Faculty counselors.

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- v. . . Arranging departmental level Invocation and Induction Courses for Students.
- vi. Arranging departmental level Induction Programs for New Faculty and Employees.
- vii. Arranging yearly academic and administrative reports.
- (ix) Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to Ph.D. other PG courses after B.Tech./B.E./ and after M.Sc. /M.A.,
- (x) Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
- (xi) Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- (xii) Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice-Chancellor / the Dean of the Faculty concerned.
- (xiii) Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.

STATUTE -33**The Planning and Development Board**

- (a) The Planning and Development Board shall consist of the Vice - Chancellor and not more than four members to be nominated by the Board of Management including atleast one external expert. The Vice - Chancellor shall be the Chairperson of the Board.
- (b) All the members of the Planning Board, other than the Vice - Chancellor, shall hold office for a term of three years.
- (c) The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University.
- (d) The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- (e) The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.

STATUTE – 34**Creation of Centers, Cells and Committees for Quality Education and Accreditation Processes**

The University, for imparting the Quality Education and Accreditation may create the following Boards, Cells, Centre, and Committees as per UGC/NAAC/NBA Guidelines

- (i) Training, Placement and Industrial Interactions Cell
- (ii) Collaborations and MOUs Development Cell
- (iii) Research and Innovations Development and Promotional Centre.
- (iv) Information Technology and Knowledge Management Centre
- (v) Values and Ethics Development Cell
- (vi) NSS and Community Services Centre
- (vii) Internal Quality Assurance Cell (IQAC),
- (viii) Environmental Consciousness and Green Audit Committee
- (ix) University Academic and Administrative Yearly Audit Committee
- (x) University Academic Calendar Preparation and Monitoring Cell.
- (xi) Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
- (xii) Equal Opportunity Cell
- (xiii) Gender Sensitization Cell
- (xiv) Health Centre
- (xv) Daycare Centre
- (xvi) Women and Students Grievances Committee
- (xvii) Anti-Ragging Committee
- (xviii) Staff Welfare Committee
- (xix) Entrepreneur Development Cell.

STATUTE – 35**Creation of Chairs**

- (a) Establishment of the Professorial /Research Chairs for Creating Focused Seats/ Institutions of Higher Learning
- (i) A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - (ii) The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - (iii) The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
- (b) In furtherance of the objective of the establishment of a Chair, the University.
- (i) Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - (ii) Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
 - (iii) May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
 - (iv) May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
 - (v) May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.

- (vi) May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose, out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- (vii) The establishment of the Chair shall require one time donation amounting to at least Rs. 2.0 Crore or as decided by the Board of governor, by the donor, which can be supplemented subsequently at his / their discretion.
- (viii) The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible.

STATUTE -36

Tribunal Arbitration

- (a) Any dispute arising out of a contract of employment referred to in Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
- (b) Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
- (c) The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- (d) The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

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STATUTE - 37**University Fund**

- (a) The University Fund shall be kept in several accounts as may be approved by the Board of Management. Some of them are as follows:
- (i) Gyanodaya University, General fund
 - (ii) Gyanodaya University Contributory Provident Fund
 - (iii) Gyanodaya University Local Fund Account
 - (iv) Gyanodaya University Student's Aid and welfare Fund Account
 - (v) Gyanodaya University Capital Works Account
 - (vi) Gyanodaya University Debt and Deposit Account
 - (vii) Gyanodaya University Teachers Welfare Fund Account
 - (viii) Gyanodaya University Gratuity Fund Account
 - (ix) Gyanodaya University Alumni Fund Account
 - (x) Gyanodaya University Research and Development Account
- (b) After obtaining the approval of chancellor, The Vice-Chancellor shall nominate officer/officers and / or the CFAO for each account, who shall have the authority to operate the account of the University Fund and to incur all necessary expenditure from it subject to provisions of the Act and the Statutes.
- (c) There shall be detailed running audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- (d) The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- (e) The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above in Section (e), of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
- (f) After auditing, the accounts shall be printed in prescribed format. The copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
- (g) **Financial Estimates**
- The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.